

## **CUSTOMER INFORMATION**

**CUBIC APPLICATIONS, INC. (CAI)**

**GSA SCHEDULE FOR MOBIS (874)  
CONTRACT NUMBER: GS-10F-0002X**

**Schedule Prices Effective October 1 2010 through 30 September 2014**

**Company Address:**

Cubic Applications, Inc.  
Cage Code: 00BW7  
2280 Historic Decatur Road, Suite 200  
San Diego, CA 92106-6020

**Primary Contact:**

Attn: Deb Aitkin, Director of Contracts  
Phone: (360) 923-3402  
Email: [deb.aitkin@cubic.com](mailto:deb.aitkin@cubic.com)

**Alternate Contacts:**

Marco Tumbiolo, VP Contracting/Procurement  
Phone: (858) 505-2873  
Email: [marco.tumbiolo@cubic.com](mailto:marco.tumbiolo@cubic.com)

Catheran Brown, Director of Contracts  
Phone: (858) 505-2929  
Email: [catheran.brown@cubic.com](mailto:catheran.brown@cubic.com)

**1a. Awarded Special Item Numbers:**

**CAI is able to offer our Government customers, both domestic and overseas, services under the following Special Item Numbers (SINs):**

**874-1 (which now includes services prerviously provided under SINs 874-2, and 874-3)  
874-7  
874-4**

**Attachment 1 provides a description of the types of services/work offered under each SIN. Attachment 3 provides a description of the labor categories (item descriptions) offered under each SIN. Attachment 2 provides a listing of awarded prices for each offered labor category under each SIN by contract period.**

**1b. Identification of lowest price model number and lowest unite price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.: See item 6 below.**

**1c. Hourly Rates description of labor categories: See Attachment 2 for a complete listing of hourly rates and Attachment 3 for a complete description of labor categories offered.**

**2. Maximum Order: \$1,000,000**

**3. Minimum Order: \$100**

**4. Geographic Coverage (delivery area): FOB Worldwide**

5. Point(s) of production (city, county, and State or foreign country): **Same as company address**
6. Discount from list prices or statement of net price: Government net prices (discounts already deducted). **See Attachment 2**
7. Quantity discounts: **None**
8. Prompt payment terms: **2% - Net 10 Days, Net 30 days**
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: **YES**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: **Contact Contractor**
10. Foreign Items (list items by country of origin): **None**
- 11a. Time of Delivery (Contractor insert number of days): **Specified on Task Order**
- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: **Contact Contractor**
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: **Contact Contractor**
- 11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of this contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery: **Contact Contractor**
12. F.O.B. point(s): **Destination**
- 13a. Ordering address(es): **Same as company address**
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-6.

Placing an order under this contract vehicle is easy and expeditious. GSA has determined CAI's rates to be fair and reasonable. A CBD synopsis of the work requirement is not required and any Government Contracting Officer with an appropriate warrant may issue the contract directly to CAI. Contracts issued under this schedule may be Firm Fixed Price (FFP), Fixed Price Level of Effort (FP LOE), or Time & Materials (T&M).

**For orders over \$2500**, a "Best Value" determination must still be made. Completion of the following steps is required IAW FAR.

1. Develop your statement of work (SOW) - include deliverable requirements and schedule

2. The SOW must be sent to several GSA schedule contractors with a Request for Quote to ensure receipt of at least 3 proposals.
3. Select the contractor that provides you "Best Value", considering technical approach, proposed price, and any administrative costs
4. Issue the order to the contractor (the order is not issued by GSA, it is issued by your Contracting Officer.)

**For orders less than \$2500**, you may skip step (2) above and negotiate directly with the contractor of your choice.

**Discounts:** CAI is able to offer a prompt payment discount of 2% in 10 days, net 30. Additional labor category rate discounts may be available on a case-by-case basis depending on the type of work required and the size of the order. Blanket Purchase Agreements (BPAs) may also qualify for rate discounts. NOTE: The customer will not pay additional monies to GSA for use of this contract vehicle. The Industrial Funding Fee (IFF) is included in the rates and CAI is responsible for remitting the appropriate payment to GSA.

**Company Address:**

Cubic Applications, Inc.  
Cage Code: 00BW7  
2280 Historic Decatur Road, Suite 200  
San Diego, CA 92106-6020

**Primary Contact:**

Attn: Deb Aitkin, Director of Contracts  
Phone: (360) 923-3402  
Email: [deb.aitkin@cubic.com](mailto:deb.aitkin@cubic.com)

**Alternate Contacts:**

Marco Tumbiolo, VP  
Contracting/Procurement  
Phone: (858) 505-2873  
Email: [marco.tumbiolo@cubic.com](mailto:marco.tumbiolo@cubic.com)

Catheran Brown, Director of Contracts  
Phone: (858) 505-2929  
Email: [catheran.brown@cubic.com](mailto:catheran.brown@cubic.com)

14. Payment address(es): **US Dollars**

**Payment by Check**

	US Mail	FedEx
Western States	Cubic Corporation PO Box 30904 Los Angeles, CA 90030-0904 Attn: Cubic Corp	Cubic Corporation 1980 Saturn Street Monterey Park, CA 91755 Lockbox Deposit 30904
Eastern States	Cubic Corporation Box 347236 Pittsburgh, PA 15251-4236	Cubic Corporation Attn: 347236 500 Ross St 154-0455 Pittsburgh, PA 15262-0001

**Wire / Electronic Payment :** Contact Contractor

15. Warranty provision: **Contractor's standard commercial warranty**
16. Export packing charges, if applicable: **N/A**

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): **Contact Contractor**
18. Terms and conditions of rental, maintenance, and repair (if applicable): **N/A**
19. Terms and conditions of installation (if applicable): **N/A**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from price lists (if applicable): **N/A**
21. List of service and distribution points (if applicable): **N/A**
22. List of participating dealers (if applicable): **N/A**
23. Preventive maintenance (if applicable): **N/A**
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): **N/A**
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location). The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/). **EIT compliance information is requirement/contract specific and is available in the deliverables provided to the customer under the contract.**
25. Data Universal Number System (DUNS) number: **83-917-9272**
26. Notification regarding registration in Central contractor Registration (CCR) database: **Cubic Applications, Inc. is registered.**

## ATTACHMENT 1 Services Offered

CAI is able to offer our Government customers, both domestic and overseas, services under the following Special Item Numbers:

Incl Schedule Number (A)	Includes SIN Number (B)	SIN Description (C)	Types of CAI Services Performed under this SIN
874	874-1	<b>Consulting Services:</b> Contractors shall provide expert advice, assistance, guidance or counseling in support an agency's mission-oriented business functions. Services covered by this SIN are: <ul style="list-style-type: none"> <li>• Management or strategy consulting</li> <li>• Program planning, audits, and evaluations</li> <li>• Studies, analyses, scenarios, and reports relating to an agency's</li> <li>• mission-oriented business programs or initiatives, such as defense studies, tabletop exercises or scenario simulations, educational studies, regulatory or policy studies, health care studies, economic studies, and preparedness studies</li> <li>• Executive/management coaching services</li> <li>• Customized business training as needed to successfully perform/complete a consulting engagement</li> <li>• Policy and regulation development assistance</li> <li>• Expert Witness services in support of litigation, claims, or other formal cases</li> <li>• Advisory and assistance services in accordance with FAR 37.203</li> <li>• Financial audits are covered under GSA Schedule 520, Financial and Business Services, are not allowed under this SIN. The term "consulting" as defined herein does not include staff augmentation.</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership/Executive Development/Coaching</li> <li>• Policy Development and Assessment</li> <li>• Process Improvements and Modernization</li> <li>• Strategic Planning, Assessment, Analysis, and Implementation</li> <li>• Systems Analysis/Operations Research</li> <li>• Advisory and Assistance Services</li> <li>• Decision Making Support</li> <li>• Mission Analysis and Planning</li> <li>• Staff Augmentation and Subject Matter Experts (SMEs)</li> <li>• Scenario Development and Exercise Design</li> <li>• Modeling and Simulation</li> <li>• Table Top Exercises</li> <li>• Customized Training Services</li> <li>• Tailored Training/Distance Learning</li> <li>• Assessments, Audits, Evaluations</li> </ul>
874	874-1	<b>Facilitation Services:</b> Contractor shall provide facilitation and related decision support services for agencies engaged in collaboration efforts, working groups, or teams. Services covered by this SIN are: <ul style="list-style-type: none"> <li>• Defining, refining, and resolving disputes, disagreements, and divergent views (excluding EEO disputed)</li> <li>• Leading or facilitating group briefings and discussions, enabling focused decision-making</li> <li>• Recording discussion content and related facilitation support services</li> <li>• Debriefing stakeholders</li> <li>• Preparing and providing draft and final reports relating to the facilitated issues</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda Development</li> <li>• Leading Group Discussions</li> <li>• Problem Solving Techniques</li> <li>• Dispute Resolution</li> <li>• Decision Making</li> <li>• After Action Reviews</li> </ul>
874	874-1	<b>Survey Services:</b> Contractors shall provide surveying relating to mission-oriented business issues. Contractors shall assist with or perform all phases of the survey process. Services covered by this SIN are: <ul style="list-style-type: none"> <li>• Survey planning, design, and development</li> <li>• Pretest/pilot surveying</li> <li>• Assessing reliability and validity of data</li> <li>• Conducting/administering surveys</li> <li>• Analyses of quantitative and qualitative survey data</li> <li>• Production of reports related to the survey</li> <li>• Briefings of results to stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Experimentation, Test &amp; Evaluation</li> <li>• Computer Assisted Surveys</li> <li>• Complex Database Development</li> <li>• Quantitative &amp; Qualitative Data Analysis</li> <li>• Reports, Graphical Presentations</li> <li>• Focus Groups &amp; Sampling</li> <li>• Assessments</li> <li>• Lessons Learned</li> </ul>

Incl Schedule Number (A)	Includes SIN Number (B)	SIN Description (C)	Types of CAI Services Performed under this SIN
874	874-4	<p><b>Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration</b></p> <p>Proposed courses shall be commercially-available off-the-shelf training and/or educational courses that are delivered via an Instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Courses shall have a defined course title, length of time (i.e. hours, days, semesters, etc.), description of material to be taught (i.e. syllabi, table of contents, etc.), and whether materials are included (i.e. books, pamphlets, software, etc.). Support materials not included may be offered on SIN 874-5. Proposed professional services shall be in support of planning, creating, and/or executing test administration, learning management, customized subject matter specific training and/or educational courses that are delivered via an instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. At minimum, proposed professional services in support of planning, creating, and/or executing a customized course(s) shall include labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistant, Technical Specialist, etc.), subject matter(s), and methodology(ies) to be used.</p>	<ul style="list-style-type: none"> <li>• Learning/Training Management</li> <li>• Course/Curriculum Development <ul style="list-style-type: none"> <li>- Needs assessments.</li> <li>- Analysis of learner characteristics, the organization's training and educational requirements, and tasks to be trained.</li> <li>-Development of learning objectives, programs of instruction (POIs), and instructional approach.</li> <li>-Creation of instruction, courseware, and training materials</li> <li>-Evaluation of the materials to ensure the course has achieved the desired goals.</li> </ul> </li> <li>• Instructor-led Classroom Training</li> <li>• Web-based IMI Courseware Development and Instruction</li> <li>• Advanced Distance Learning</li> <li>• Immersive Virtual Training, Simulation and Modeling</li> <li>• Comprehensive Mission Critical Training</li> <li>• Customized Training Development</li> <li>• Testing and Evaluation</li> <li>• Operation and Maintenance of Training Aids and Simulator Devices.</li> </ul>
874	874-7	<p><b>Program and Project Management Support</b></p> <p>Contractors shall provide services to assist agencies in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects. Services included are: Project leadership and communications with stakeholders; project planning and scheduling; earned value management support; project management, including performance monitoring and measurement; reporting and documentation associated with project/program objectives; stakeholder briefings, participation in required meetings, and related project support services; program integration services; and project close-out services. All services must be provided and performed under the supervision/management of the contractor's Project Manager or Program Manager. Orders for services under this SIN without an accompanying Program/Project Manager labor category are prohibited. The primary purpose and preponderance of work for any project awarded under this SIN must be for professional business services. Services covered by other GSA Schedules shall only be included in the project scope if they are directly related to the successful accomplishment of the project and are incidental to the overall effort. It is the responsibility of the Contracting Officer placing the order to make this determination.</p>	<ul style="list-style-type: none"> <li>• Program Management &amp; Project Oversight</li> <li>• Team Leadership in Program Integration</li> <li>• Action Planning and Reinvention Enterprises</li> <li>• Start-up Staffing of Major Projects</li> <li>• Risk Assessments &amp; Critical Paths Analyses</li> <li>• Project/Program Performance Monitoring and Evaluation</li> <li>• Meeting/Process Facilitation</li> <li>• Process Re-engineering and "Grey Beard" Mentoring</li> </ul>

**ATTACHMENT 2**  
**RATE SCHEDULES**

*Note: As of Mass Modification A302 dated 20 February 2013, SINs 874-2 and 874-3 are deleted; services previously covered under these SINs are now covered under SIN 874-1. Rates and labor categories are unchanged from those shown below.*

Pos #	GSA Labor Category	DOL Labor Category	Occ Code	WD #
<b>SCA Labor Categories awarded under SINs 874-1/1RC (which includes former SINs 874-2/2RC, and 874-3/3RC) and 874-7/7RC</b>				
17	Education Specialist/Instructor	Educational Technologist	15060	2005-2511/R9
19	Instructional Technologist	Technical Instructor/Course Developer	15095	2005-2545
23	Sr. Technical Writer	Technical Writer III	30463	2005-2307
28	Researcher	Paralegal/Legal Assistant IV	30364	2005-2307
29	Graphics Specialist	Graphic Artist	15080	2005-2053
31	Administrative Support Specialist	Administrative Assistant	01020	2005-2545
32	Coordinator/Administrative Assistant	Personal Assistant III	01263	2005-2053
<b>SCA Labor Categories awarded under SINs 874-4/4RC</b>				
2	Administrative Support Assistant	Administrative Assistant	01020	2005-2511/R9
4	Graphics Artist	Graphic Artist	15080	2005-2511/R9
12	Senior Instructional Specialist	Educational Technologist	15060	2005-2545
13	Instructional Specialist	Tech Instr/Course Dev	15095	2005-2545
16	Training Facilitator	Tech Instructor	15090	2005-2545
20	Sr. Computer Operator	Computer Operator V	14045	2005-2545
21	Computer Operator	Computer Operator III	14043	2005-2545
24	Computer Programmer	Computer Programmer II	14072	2005-2545
30	Network Support Technician	Personal Computer Support Tech	14160	2005-2545
31	Logistics Specialist	Supply Technician	01410	2005-2511/R9

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.



### Labor Categories and Rates awarded under SINs 874-1/1RC, 874-2/2RC, 874-3/3RC and 874-7/7RC

(Pricing is inclusive of 0.75% IFF)

Option 2 - Year 1

1 Oct 09 - 30 Sep 10

Annual escalation is 2.9%

Labor Category	Government Hourly Rate		Government Daily Rate	
	Non-Government Site	Government Site	Non-Government Site	Government Site
Team Chief	\$135.57	\$76.75	\$1,084.56	\$614.00
Sr. Program Director	\$133.49	\$76.69	\$1,067.92	\$613.52
Sr. Operations Manager	\$133.25	\$71.86	\$1,066.00	\$574.88
Sr. Engineer	\$119.51	\$72.02	\$956.08	\$576.16
Program Manager	\$135.57	\$78.00	\$1,084.56	\$624.00
Principal Analyst/Sr. Facilitator	\$135.57	\$70.70	\$1,084.56	\$565.60
Computer Programming Specialist	\$98.09	\$52.13	\$784.72	\$417.04
Sr. Educator/Trainer/Consultant	\$121.85	\$65.22	\$974.80	\$521.76
Sr. Analyst/Facilitator III	\$121.85	\$66.99	\$974.80	\$535.92
Operations Research Analyst	\$121.85	\$62.18	\$974.80	\$497.44
Business Systems/Financial Analyst	\$101.25	\$54.42	\$810.00	\$435.36
Engineering Specialist: HW/SW	\$134.36	\$58.30	\$1,074.88	\$466.40
Internet & LAN Specialist	\$134.36	\$56.80	\$1,074.88	\$454.40
Sr. Graphic Designer	\$79.60	\$55.35	\$636.80	\$442.80
Consultant/Engineer	\$76.12	\$64.94	\$608.96	\$519.52
Evaluation Specialist	\$73.81	\$60.93	\$590.48	\$487.44
Education Specialist/Instructor	\$73.81	\$52.81	\$590.48	\$422.48
Training Specialist/Instructor	\$73.81	\$45.89	\$590.48	\$367.12
Instructional Technologist	\$76.00	\$45.92	\$608.00	\$367.36
Quality Assurance/Improvement Specialist	\$73.81	\$50.27	\$590.48	\$402.16
Management Analyst	\$73.81	\$52.88	\$590.48	\$423.04
Systems Analyst	\$59.93	\$56.73	\$479.44	\$453.84
Sr. Technical Writer	\$59.93	\$41.88	\$479.44	\$335.04
Jr. Consultant/Engineer	\$59.93	\$35.70	\$479.44	\$285.60
Analyst/Facilitator II	\$59.93	\$44.77	\$479.44	\$358.16
Analyst 1	\$59.93	\$44.77	\$479.44	\$358.16
Facilitator I	\$59.93	\$44.77	\$479.44	\$358.16
Researcher	\$64.33	\$52.88	\$514.64	\$423.04
Graphics Specialist/Illustrator	\$59.93	\$37.22	\$479.44	\$297.76
Associate Analyst	\$44.71	\$41.56	\$357.68	\$332.48
Administrative Support Specialist	\$44.71	\$37.07	\$357.68	\$296.56
Coordinator/Administrative Assistant	\$44.71	\$33.88	\$357.68	\$271.04
* SCA Labor Categories				



**Labor Categories and Rates awarded under SINs 874-1/1RC, 874-2/2RC, 874-3/3RC and 874-7/7RC**

(Pricing is inclusive of 0.75% IFF)

Option 2 - Year 2

1 Oct 10 - 30 Sep 11

Annual escalation is 2.9%

Labor Category	Government Hourly Rate		Government Daily Rate	
	Non-Government Site	Government Site	Non-Government Site	Government Site
Team Chief	\$139.50	\$78.98	\$1,116.01	\$631.81
Sr. Program Director	\$137.36	\$78.91	\$1,098.89	\$631.31
Sr. Operations Manager	\$137.11	\$73.94	\$1,096.91	\$591.55
Sr. Engineer	\$122.98	\$74.11	\$983.81	\$592.87
Program Manager	\$139.50	\$80.26	\$1,116.01	\$642.10
Principal Analyst/Sr. Facilitator	\$139.50	\$72.75	\$1,116.01	\$582.00
Computer Programming Specialist	\$100.93	\$53.64	\$807.48	\$429.13
Sr. Educator/Trainer/Consultant	\$125.38	\$67.11	\$1,003.07	\$536.89
Sr. Analyst/Facilitator III	\$125.38	\$68.93	\$1,003.07	\$551.46
Operations Research Analyst	\$125.38	\$63.98	\$1,003.07	\$511.87
Business Systems/Financial Analyst	\$104.19	\$56.00	\$833.49	\$447.99
Engineering Specialist: HW/SW	\$138.26	\$59.99	\$1,106.05	\$479.93
Internet & LAN Specialist	\$138.26	\$58.45	\$1,106.05	\$467.58
Sr. Graphic Designer	\$81.91	\$56.96	\$655.27	\$455.64
Consultant/Engineer	\$78.33	\$66.82	\$626.62	\$534.59
Evaluation Specialist	\$75.95	\$62.70	\$607.60	\$501.58
Education Specialist/Instructor*	\$75.95	\$54.34	\$607.60	\$434.73
Training Specialist/Instructor	\$75.95	\$47.22	\$607.60	\$377.77
Instructional Technologist*	\$78.20	\$47.25	\$625.63	\$378.01
Quality Assurance/Improvement Specialist	\$75.95	\$51.73	\$607.60	\$413.82
Management Analyst	\$75.95	\$54.41	\$607.60	\$435.31
Systems Analyst	\$61.67	\$58.38	\$493.34	\$467.00
Sr. Technical Writer*	\$61.67	\$43.09	\$493.34	\$344.76
Jr. Consultant/Engineer	\$61.67	\$36.74	\$493.34	\$293.88
Analyst/Facilitator II	\$61.67	\$46.07	\$493.34	\$368.55
Analyst I	\$61.67	\$46.07	\$493.34	\$368.55
Facilitator I	\$61.67	\$46.07	\$493.34	\$368.55
Researcher*	\$66.20	\$54.41	\$529.56	\$435.31
Graphics Specialist/Illustrator*	\$61.67	\$38.30	\$493.34	\$306.40
Associate Analyst	\$46.01	\$42.77	\$368.05	\$342.12
Administrative Support Specialist*	\$46.01	\$38.15	\$368.05	\$305.16
Coordinator/Administrative Assistant*	\$46.01	\$34.86	\$368.05	\$278.90
* SCA Labor Category				

**Labor Categories and Rates awarded under SINs 874-1/1RC, 874-2/2RC, 874-3/3RC and 874-7/7RC**

**(Pricing is inclusive of 0.75% IFF)**

**Option 2 - Year 3**

**1 Oct 11 - 30 Sep 12**

**Annual escalation is 2.9%**

Labor Category	Government Hourly Rate		Government Daily Rate	
	Non-Government Site	Government Site	Non-Government Site	Government Site
Team Chief	\$143.55	\$81.27	\$1,148.37	\$650.13
Sr. Program Director	\$141.34	\$81.20	\$1,130.76	\$649.62
Sr. Operations Manager	\$141.09	\$76.08	\$1,128.72	\$608.70
Sr. Engineer	\$126.55	\$76.26	\$1,012.34	\$610.06
Program Manager	\$143.55	\$82.59	\$1,148.37	\$660.72
Principal Analyst/Sr. Facilitator	\$143.55	\$74.86	\$1,148.37	\$598.88
Computer Programming Specialist	\$103.86	\$55.20	\$830.90	\$441.57
Sr. Educator/Trainer/Consultant	\$129.02	\$69.06	\$1,032.16	\$552.46
Sr. Analyst/Facilitator III	\$129.02	\$70.93	\$1,032.16	\$567.45
Operations Research Analyst	\$129.02	\$65.84	\$1,032.16	\$526.71
Business Systems/Financial Analyst	\$107.21	\$57.62	\$857.66	\$460.98
Engineering Specialist: HW/SW	\$142.27	\$61.73	\$1,138.13	\$493.85
Internet & LAN Specialist	\$142.27	\$60.15	\$1,138.13	\$481.14
Sr. Graphic Designer	\$84.29	\$58.61	\$674.27	\$468.85
Consultant/Engineer	\$80.60	\$68.76	\$644.79	\$550.09
Evaluation Specialist	\$78.15	\$64.52	\$625.22	\$516.13
Education Specialist/Instructor*	\$78.15	\$55.92	\$625.22	\$447.34
Training Specialist/Instructor	\$78.15	\$48.59	\$625.22	\$388.73
Instructional Technologist*	\$80.47	\$48.62	\$643.77	\$388.97
Quality Assurance/Improvement Specialist	\$78.15	\$53.23	\$625.22	\$425.82
Management Analyst	\$78.15	\$55.99	\$625.22	\$447.93
Systems Analyst	\$63.46	\$60.07	\$507.65	\$480.54
Sr. Technical Writer*	\$63.46	\$44.34	\$507.65	\$354.76
Jr. Consultant/Engineer	\$63.46	\$37.81	\$507.65	\$302.40
Analyst/Facilitator II	\$63.46	\$47.41	\$507.65	\$379.24
Analyst I	\$63.46	\$47.41	\$507.65	\$379.24
Facilitator I	\$63.46	\$47.41	\$507.65	\$379.24
Researcher*	\$68.12	\$55.99	\$544.92	\$447.93
Graphics Specialist/Illustrator*	\$63.46	\$39.41	\$507.65	\$315.29
Associate Analyst	\$47.34	\$44.01	\$378.72	\$352.04
Administrative Support Specialist*	\$47.34	\$39.26	\$378.72	\$314.01
Coordinator/Administrative Assistant*	\$47.34	\$35.87	\$378.72	\$286.99
* SCA Labor Category				

*Note: As of Mass Modification A302 dated 20 February 2013, SINs 874-2 and 874-3 are deleted; services previously covered under these SINs are now covered under SIN 874-1. Rates and labor categories are unchanged from those shown below.*

**Labor Categories and Rates awarded under SINs 874-1/1RC, 874-2/2RC, 874-3/3RC and 874-7/7RC**

**(Pricing is inclusive of 0.75% IFF)**

**Option 2 - Year 4**

**1 Oct 12 - 30 Sep 13**

**Annual escalation is 2.9%**

Labor Category	Government Hourly Rate		Government Daily Rate	
	Non-Government Site	Government Site	Non-Government Site	Government Site
Team Chief	\$147.71	\$83.63	\$1,181.67	\$668.98
Sr. Program Director	\$145.44	\$83.55	\$1,163.55	\$668.46
Sr. Operations Manager	\$145.18	\$78.29	\$1,161.45	\$626.35
Sr. Engineer	\$130.22	\$78.47	\$1,041.70	\$627.75
Program Manager	\$147.71	\$84.99	\$1,181.67	\$679.88
Principal Analyst/Sr. Facilitator	\$147.71	\$77.03	\$1,181.67	\$616.25
Computer Programming Specialist	\$106.87	\$56.80	\$855.00	\$454.38
Sr. Educator/Trainer/Consultant	\$132.76	\$71.06	\$1,062.09	\$568.48
Sr. Analyst/Facilitator III	\$132.76	\$72.99	\$1,062.09	\$583.91
Operations Research Analyst	\$132.76	\$67.75	\$1,062.09	\$541.98
Business Systems/Financial Analyst	\$110.32	\$59.29	\$882.53	\$474.35
Engineering Specialist: HW/SW	\$146.40	\$63.52	\$1,171.14	\$508.17
Internet & LAN Specialist	\$146.40	\$61.89	\$1,171.14	\$495.09
Sr. Graphic Designer	\$86.73	\$60.31	\$693.82	\$482.45
Consultant/Engineer	\$82.94	\$70.75	\$663.49	\$566.04
Evaluation Specialist	\$80.42	\$66.39	\$643.35	\$531.10
Education Specialist/Instructor*	\$80.42	\$57.54	\$643.35	\$460.31
Training Specialist/Instructor	\$80.42	\$50.00	\$643.35	\$400.00
Instructional Technologist*	\$82.80	\$50.03	\$662.44	\$400.25
Quality Assurance/Improvement Specialist	\$80.42	\$54.77	\$643.35	\$438.17
Management Analyst	\$80.42	\$57.61	\$643.35	\$460.92
Systems Analyst	\$65.30	\$61.81	\$522.37	\$494.48
Sr. Technical Writer*	\$65.30	\$45.63	\$522.37	\$365.05
Jr. Consultant/Engineer	\$65.30	\$38.91	\$522.37	\$311.17
Analyst/Facilitator II	\$65.30	\$48.78	\$522.37	\$390.24
Analyst I	\$65.30	\$48.78	\$522.37	\$390.24
Facilitator I	\$65.30	\$48.78	\$522.37	\$390.24
Researcher*	\$70.10	\$57.61	\$560.72	\$460.92
Graphics Specialist/Illustrator*	\$65.30	\$40.55	\$522.37	\$324.43
Associate Analyst	\$48.71	\$45.29	\$389.70	\$362.25
Administrative Support Specialist*	\$48.71	\$40.40	\$389.70	\$323.12
Coordinator/Administrative Assistant*	\$48.71	\$36.91	\$389.70	\$295.31
* SCA Labor Category				





A member of the Cubic Corporation family of companies

**Labor Categories and Rates awarded under SINs 874-1/1RC, 874-2/2RC, 874-3/3RC and 874-7/7RC**

Option 2 - Year 5

1 Oct 13 - 30 Sep 14

(Pricing is inclusive of 0.75% IFF)

Annual escalation is 2.9%

Labor Category	Government Hourly Rate		Government Daily Rate	
	Non-Government Site	Government Site	Non-Government Site	Government Site
Team Chief	\$151.99	\$86.06	\$1,215.94	\$688.38
Sr. Program Director	\$149.66	\$85.97	\$1,197.29	\$687.85
Sr. Operations Manager	\$149.39	\$80.56	\$1,195.13	\$644.51
Sr. Engineer	\$134.00	\$80.75	\$1,071.91	\$645.95
Program Manager	\$151.99	\$87.45	\$1,215.94	\$699.60
Principal Analyst/Sr. Facilitator	\$151.99	\$79.26	\$1,215.94	\$634.12
Computer Programming Specialist	\$109.97	\$58.45	\$879.80	\$467.56
Sr. Educator/Trainer/Consultant	\$136.61	\$73.12	\$1,092.89	\$584.97
Sr. Analyst/Facilitator III	\$136.61	\$75.11	\$1,092.89	\$600.84
Operations Research Analyst	\$136.61	\$69.71	\$1,092.89	\$557.70
Business Systems/Financial Analyst	\$113.52	\$61.01	\$908.12	\$488.11
Engineering Specialist: HW/SW	\$150.65	\$65.36	\$1,205.10	\$522.91
Internet & LAN Specialist	\$150.65	\$63.68	\$1,205.10	\$509.45
Sr. Graphic Designer	\$89.25	\$62.06	\$713.94	\$496.44
Consultant/Engineer	\$85.35	\$72.80	\$682.73	\$582.46
Evaluation Specialist	\$82.75	\$68.32	\$662.01	\$546.50
Education Specialist/Instructor*	\$82.75	\$59.21	\$662.01	\$473.66
Training Specialist/Instructor	\$82.75	\$51.45	\$662.01	\$411.60
Instructional Technologist*	\$85.20	\$51.48	\$681.65	\$411.86
Quality Assurance/Improvement Specialist	\$82.75	\$56.36	\$662.01	\$450.88
Management Analyst	\$82.75	\$59.28	\$662.01	\$474.29
Systems Analyst	\$67.19	\$63.60	\$537.52	\$508.82
Sr. Technical Writer*	\$67.19	\$46.95	\$537.52	\$375.64
Jr. Consultant/Engineer	\$67.19	\$40.04	\$537.52	\$320.19
Analyst/Facilitator II	\$67.19	\$50.19	\$537.52	\$401.56
Analyst 1	\$67.19	\$50.19	\$537.52	\$401.56
Facilitator I	\$67.19	\$50.19	\$537.52	\$401.56
Researcher*	\$72.13	\$59.28	\$576.98	\$474.29
Graphics Specialist/Illustrator*	\$67.19	\$41.73	\$537.52	\$333.84
Associate Analyst	\$50.12	\$46.60	\$401.00	\$372.76
Administrative Support Specialist*	\$50.12	\$41.57	\$401.00	\$332.49
Coordinator/Administrative Assistant*	\$50.12	\$37.98	\$401.00	\$303.87
* SCA Labor Category				

**Labor categories and rates awarded under SIN 874-4/4RC**  
(Pricing is inclusive of 0.75% IFF)  
Annual escalation is 2.9%

Option 2 - Year 1  
1 Oct 09 - 30 Sep 10

Labor Category	Government Hourly Rate		Government Daily Rate	
	Non-Government Site	Government Site	Non-Government Site	Government Site
Project Manager	\$74.16	\$74.16	\$593.28	\$593.28
Admin Support Assistant*	\$28.22	\$28.22	\$225.76	\$225.76
Sr. Graphics Specialist	\$43.69	\$43.69	\$349.53	\$349.53
Graphics Artist*	\$33.11	\$33.11	\$264.91	\$264.91
Sr. Technical Advisor	\$243.15	\$243.15	\$1,945.22	\$1,945.22
Sr. Subject Matter Expert	\$61.30	\$61.30	\$490.38	\$490.38
Subject Matter Expert	\$60.38	\$60.38	\$483.05	\$483.05
Lead Analyst	\$59.64	\$59.64	\$477.13	\$477.13
Senior Analyst	\$55.93	\$55.93	\$447.41	\$447.41
Analyst	\$46.28	\$46.28	\$370.28	\$370.28
Lead Instructional Specialist	\$57.75	\$57.75	\$461.98	\$461.98
Sr. Instructional Specialist*	\$49.01	\$49.01	\$392.09	\$392.09
Instructional Specialist*	\$44.38	\$44.38	\$355.05	\$355.05
Lead Training Facilitator	\$63.77	\$63.77	\$510.14	\$510.14
Sr. Training Facilitator	\$48.57	\$48.57	\$388.55	\$388.55
Training Facilitator*	\$35.39	\$35.39	\$283.12	\$283.12
Lead Systems Engineer	\$66.63	\$66.63	\$533.02	\$533.02
Sr. Systems Engineer	\$51.92	\$51.92	\$415.39	\$415.39
Systems Engineer	\$37.07	\$37.07	\$296.60	\$296.60
Sr. Computer Operator*	\$37.57	\$37.57	\$300.56	\$300.56
Computer Operator*	\$34.52	\$34.52	\$276.16	\$276.16
Sr. Software Systems Engineer	\$59.35	\$59.35	\$474.82	\$474.82
Software Systems Engineer	\$53.42	\$53.42	\$427.32	\$427.32
Computer Programmer*	\$44.03	\$44.03	\$352.25	\$352.25
Computer Systems Manager	\$35.07	\$35.07	\$280.55	\$280.55
Sr. Communications Engineer	\$55.38	\$55.38	\$443.05	\$443.05
Communications Engineer	\$48.47	\$48.47	\$387.73	\$387.73
Communications Systems Specialist	\$41.28	\$41.28	\$330.27	\$330.27
Network Systems Manager	\$37.17	\$37.17	\$297.34	\$297.34
Network Support Technician*	\$28.57	\$28.57	\$228.56	\$228.56
Logistics Specialist*	\$30.89	\$30.89	\$247.12	\$247.12
Sr. Database Analyst	\$46.04	\$46.04	\$368.30	\$368.30
Database Analyst	\$38.74	\$38.74	\$309.93	\$309.93
Sr. Analyst/Facilitator III	\$66.99	\$66.99	\$535.92	\$535.92
Engineering Specialist:HW/SW	\$58.30	\$58.30	\$466.40	\$466.40
Consultant/Engineer	\$64.94	\$64.94	\$519.52	\$519.52
Systems Analyst	\$56.73	\$56.73	\$453.84	\$453.84

\*SCA Labor category

**Labor categories and rates awarded under SIN 874-4/4RC**  
(Pricing is inclusive of 0.75% IFF)  
Annual escalation is 2.9%

**Option 2 - Year 2**  
**1 Oct 10 - 30 Sep 11**

Labor Category	Government Hourly Rate		Government Daily Rate	
	Non-Government Site	Government Site	Non-Government Site	Government Site
Project Manager	\$76.31	\$76.31	\$610.49	\$610.49
Admin Support Assistant*	\$29.04	\$29.04	\$232.32	\$232.32
Sr. Graphics Specialist	\$44.96	\$44.96	\$359.67	\$359.67
Graphics Artist*	\$34.07	\$34.07	\$272.56	\$272.56
Sr. Technical Advisor	\$250.20	\$250.20	\$2,001.63	\$2,001.63
Sr. Subject Matter Expert	\$63.08	\$63.08	\$504.60	\$504.60
Subject Matter Expert	\$62.13	\$62.13	\$497.06	\$497.06
Lead Analyst	\$61.37	\$61.37	\$490.97	\$490.97
Senior Analyst	\$57.55	\$57.55	\$460.38	\$460.38
Analyst	\$47.62	\$47.62	\$381.02	\$381.02
Lead Instructional Specialist	\$59.42	\$59.42	\$475.38	\$475.38
Sr. Instructional Specialist*	\$50.43	\$50.43	\$403.44	\$403.44
Instructional Specialist*	\$45.67	\$45.67	\$365.36	\$365.36
Lead Training Facilitator	\$65.62	\$65.62	\$524.93	\$524.93
Sr. Training Facilitator	\$49.98	\$49.98	\$399.82	\$399.82
Training Facilitator*	\$36.42	\$36.42	\$291.36	\$291.36
Lead Systems Engineer	\$68.56	\$68.56	\$548.48	\$548.48
Sr. Systems Engineer	\$53.43	\$53.43	\$427.44	\$427.44
Systems Engineer	\$38.15	\$38.15	\$305.20	\$305.20
Sr. Computer Operator*	\$38.66	\$38.66	\$309.28	\$309.28
Computer Operator*	\$35.52	\$35.52	\$284.16	\$284.16
Sr. Software Systems Engineer	\$61.07	\$61.07	\$488.59	\$488.59
Software Systems Engineer	\$54.97	\$54.97	\$439.71	\$439.71
Computer Programmer*	\$45.31	\$45.31	\$362.48	\$362.48
Computer Systems Manager	\$36.09	\$36.09	\$288.69	\$288.69
Sr. Communications Engineer	\$56.99	\$56.99	\$455.90	\$455.90
Communications Engineer	\$49.88	\$49.88	\$398.97	\$398.97
Communications Systems Specialist	\$42.48	\$42.48	\$339.85	\$339.85
Network Systems Manager	\$38.25	\$38.25	\$305.96	\$305.96
Network Support Technician*	\$29.40	\$29.40	\$235.20	\$235.20
Logistics Specialist*	\$31.79	\$31.79	\$254.32	\$254.32
Sr. Database Analyst	\$47.38	\$47.38	\$378.98	\$378.98
Database Analyst	\$39.86	\$39.86	\$318.92	\$318.92
Sr. Analyst/Facilitator III	\$68.93	\$68.93	\$551.46	\$551.46
Engineering Specialist:HW/SW	\$59.99	\$59.99	\$479.93	\$479.93
Consultant/Engineer	\$66.82	\$66.82	\$534.59	\$534.59
Systems Analyst	\$58.38	\$58.38	\$467.00	\$467.00

\* SCA Labor Category



**Labor categories and rates awarded under SIN 874-4/4RC**  
(Pricing is inclusive of 0.75% IFF)  
Annual escalation is 2.9%

Option 2 - Year 3  
1 Oct 11 - 30 Sep 12

Labor Category	Government Hourly Rate		Government Daily Rate	
	Non-Government Site	Government Site	Non-Government Site	Government Site
Project Manager	\$78.52	\$78.52	\$628.19	\$628.19
Admin Support Assistant*	\$29.88	\$29.88	\$239.06	N/A
Sr. Graphics Specialist	\$46.26	\$46.26	\$370.10	\$370.10
Graphics Artist*	\$35.06	\$35.06	\$280.48	\$280.48
Sr. Technical Advisor	\$257.46	\$257.46	\$2,059.68	\$2,059.68
Sr. Subject Matter Expert	\$64.91	\$64.91	\$519.23	\$519.23
Subject Matter Expert	\$63.93	\$63.93	\$511.47	\$511.47
Lead Analyst	\$63.15	\$63.15	\$505.21	\$505.21
Senior Analyst	\$59.22	\$59.22	\$473.73	\$473.73
Analyst	\$49.00	\$49.00	\$392.07	\$392.07
Lead Instructional Specialist	\$61.14	\$61.14	\$489.17	\$489.17
Sr. Instructional Specialist*	\$51.89	\$51.89	\$415.12	\$415.12
Instructional Specialist*	\$46.99	\$46.99	\$375.92	\$375.92
Lead Training Facilitator	\$67.52	\$67.52	\$540.15	\$540.15
Sr. Training Facilitator	\$51.43	\$51.43	\$411.41	\$411.41
Training Facilitator*	\$37.48	\$37.48	\$299.84	\$299.84
Lead Systems Engineer	\$70.55	\$70.55	\$564.39	\$564.39
Sr. Systems Engineer	\$54.98	\$54.98	\$439.84	\$439.84
Systems Engineer	\$39.26	\$39.26	\$314.05	\$314.05
Sr. Computer Operator*	\$39.78	\$39.78	\$318.24	\$318.24
Computer Operator*	\$36.55	\$36.55	\$292.40	\$292.40
Sr. Software Systems Engineer	\$62.84	\$62.84	\$502.76	\$502.76
Software Systems Engineer	\$56.56	\$56.56	\$452.46	\$452.46
Computer Programmer*	\$46.62	\$46.62	\$372.96	\$372.96
Computer Systems Manager	\$37.14	\$37.14	\$297.06	\$297.06
Sr. Communications Engineer	\$58.64	\$58.64	\$469.12	\$469.12
Communications Engineer	\$51.33	\$51.33	\$410.54	\$410.54
Communications Systems Specialist	\$43.71	\$43.71	\$349.71	\$349.71
Network Systems Manager	\$39.36	\$39.36	\$314.83	\$314.83
Network Support Technician*	\$30.25	\$30.25	\$242.00	\$242.00
Logistics Specialist*	\$32.71	\$32.71	\$261.68	\$261.68
Sr. Database Analyst	\$48.75	\$48.75	\$389.97	\$389.97
Database Analyst	\$41.02	\$41.02	\$328.17	\$328.17
Sr. Analyst/Facilitator III	\$70.93	\$70.93	\$567.45	\$567.45
Engineering Specialist:HW/SW	\$61.73	\$61.73	\$493.85	\$493.85
Consultant/Engineer	\$68.76	\$68.76	\$550.09	\$550.09
Systems Analyst	\$60.07	\$60.07	\$480.54	\$480.54

\* SCA Labor Category

**Labor categories and rates awarded under SIN 874-4/4RC**  
(Pricing is inclusive of 0.75% IFF)  
Annual escalation is 2.9%

**Option 2 - Year 4**  
**1 Oct 12 - 30 Sep 13**

Labor Category	Government Hourly Rate		Government Daily Rate	
	Non-Government Site	Government Site	Non-Government Site	Government Site
Project Manager	\$80.80	\$80.80	\$646.41	\$646.41
Admin Support Assistant*	\$30.75	\$30.75	\$246.00	\$246.00
Sr. Graphics Specialist	\$47.60	\$47.60	\$380.83	\$380.83
Graphics Artist*	\$36.08	\$36.08	\$288.64	\$288.64
Sr. Technical Advisor	\$264.93	\$264.93	\$2,119.41	\$2,119.41
Sr. Subject Matter Expert	\$66.79	\$66.79	\$534.29	\$534.29
Subject Matter Expert	\$65.78	\$65.78	\$526.30	\$526.30
Lead Analyst	\$64.98	\$64.98	\$519.86	\$519.86
Senior Analyst	\$60.94	\$60.94	\$487.47	\$487.47
Analyst	\$50.42	\$50.42	\$403.44	\$403.44
Lead Instructional Specialist	\$62.91	\$62.91	\$503.36	\$503.36
Sr. Instructional Specialist*	\$53.39	\$53.39	\$427.12	\$427.12
Instructional Specialist*	\$48.35	\$48.35	\$386.80	\$386.80
Lead Training Facilitator	\$69.48	\$69.48	\$555.81	\$555.81
Sr. Training Facilitator	\$52.92	\$52.92	\$423.34	\$423.34
Training Facilitator*	\$38.57	\$38.57	\$308.56	\$308.56
Lead Systems Engineer	\$72.60	\$72.60	\$580.76	\$580.76
Sr. Systems Engineer	\$56.57	\$56.57	\$452.60	\$452.60
Systems Engineer	\$40.40	\$40.40	\$323.16	\$323.16
Sr. Computer Operator*	\$40.93	\$40.93	\$327.44	\$327.44
Computer Operator*	\$37.61	\$37.61	\$300.88	\$300.88
Sr. Software Systems Engineer	\$64.66	\$64.66	\$517.28	\$517.34
Software Systems Engineer	\$58.20	\$58.20	\$465.58	\$465.58
Computer Programmer*	\$47.97	\$47.97	\$383.76	\$383.76
Computer Systems Manager	\$38.22	\$38.22	\$305.67	\$305.67
Sr. Communications Engineer	\$60.34	\$60.34	\$482.72	\$482.72
Communications Engineer	\$52.82	\$52.82	\$422.45	\$422.45
Communications Systems Specialist	\$44.98	\$44.98	\$359.85	\$359.85
Network Systems Manager	\$40.50	\$40.50	\$323.96	\$323.96
Network Support Technician*	\$31.13	\$31.13	\$249.04	\$249.04
Logistics Specialist*	\$33.66	\$33.66	\$269.28	\$269.28
Sr. Database Analyst	\$50.16	\$50.16	\$401.28	\$401.28
Database Analyst	\$42.21	\$42.21	\$337.69	\$337.69
Sr. Analyst/Facilitator III	\$72.99	\$72.99	\$583.91	\$583.91
Engineering Specialist:HW/SW	\$63.52	\$63.52	\$508.17	\$508.17
Consultant/Engineer	\$70.75	\$70.75	\$566.04	\$566.04
Systems Analyst	\$61.81	\$61.81	\$494.48	\$494.48

\*SCA Labor Category

**Labor categories and rates awarded under SIN 874-4/4RC**  
**(Pricing is inclusive of 0.75% IFF)**  
**Annual escalation is 2.9%**

**Option 2 - Year 5**  
**1 Oct 13 - 30 Sep 14**

Labor Category	Government Hourly Rate		Government Daily Rate	
	Non-Government Site	Government Site	Non-Government Site	Government Site
Project Manager	\$83.14	\$83.14	\$665.16	\$665.16
Admin Support Assistant*	\$31.64	\$31.64	\$253.12	\$253.12
Sr. Graphics Specialist	\$48.98	\$48.98	\$391.87	\$391.87
Graphics Artist*	\$37.13	\$37.13	\$297.04	\$297.04
Sr. Technical Advisor	\$272.61	\$272.61	\$2,180.87	\$2,180.87
Sr. Subject Matter Expert	\$68.73	\$68.73	\$549.78	\$549.78
Subject Matter Expert	\$67.69	\$67.69	\$541.56	\$541.56
Lead Analyst	\$66.86	\$66.86	\$534.94	\$534.94
Senior Analyst	\$62.71	\$62.71	\$501.61	\$501.61
Analyst	\$51.88	\$51.88	\$415.14	\$415.14
Lead Instructional Specialist	\$64.73	\$64.73	\$517.96	\$517.96
Sr. Instructional Specialist*	\$54.94	\$54.94	\$439.52	\$439.52
Instructional Specialist*	\$49.75	\$49.75	\$398.00	\$398.00
Lead Training Facilitator	\$71.49	\$71.49	\$571.93	\$571.93
Sr. Training Facilitator	\$54.45	\$54.45	\$435.62	\$435.62
Training Facilitator*	\$39.69	\$39.69	\$317.52	\$317.52
Lead Systems Engineer	\$74.71	\$74.71	\$597.60	\$597.60
Sr. Systems Engineer	\$58.21	\$58.21	\$465.73	\$465.73
Systems Engineer	\$41.57	\$41.57	\$332.53	\$332.53
Sr. Computer Operator*	\$42.12	\$42.12	\$336.96	\$336.96
Computer Operator*	\$38.70	\$38.70	\$309.60	\$309.60
Sr. Software Systems Engineer	\$66.54	\$66.54	\$532.28	\$532.34
Software Systems Engineer	\$59.89	\$59.89	\$479.08	\$479.08
Computer Programmer*	\$49.36	\$49.36	\$394.88	\$394.88
Computer Systems Manager	\$39.33	\$39.33	\$314.53	\$314.53
Sr. Communications Engineer	\$62.09	\$62.09	\$496.72	\$496.72
Communications Engineer	\$54.35	\$54.35	\$434.70	\$434.70
Communications Systems Specialist	\$46.28	\$46.28	\$370.29	\$370.29
Network Systems Manager	\$41.67	\$41.67	\$333.35	\$333.35
Network Support Technician*	\$32.03	\$32.03	\$256.24	\$256.24
Logistics Specialist*	\$34.64	\$34.64	\$277.12	\$277.12
Sr. Database Analyst	\$51.61	\$51.61	\$412.92	\$412.92
Database Analyst	\$43.43	\$43.43	\$347.48	\$347.48
Sr. Analyst/Facilitator III	\$75.11	\$75.11	\$600.84	\$600.84
Engineering Specialist:HW/SW	\$65.36	\$65.36	\$522.91	\$522.91
Consultant/Engineer	\$72.80	\$72.80	\$582.46	\$582.46
Systems Analyst	\$63.60	\$63.60	\$508.82	\$508.82

\* SCA Labor Category



### **ATTACHMENT 3**

## **Labor Category Descriptions for SINS 874-1/1RC (and former SINS 874-2/2RC, 874-3/3RC) and 874-7/7RC**

### **1. Team Chief**

**Minimum/General Experience:** Ten years of executive experience in managing related training, management or technical programs with total responsibility for the success of the organizational unit. Must have excellent oral and written communication skills, with a demonstrated capability for dealing with all levels of management personnel, contractor managers, and client representatives.

**Functional Responsibility:** Overall responsible for management of the contract and support team and successful achievement of team objectives. Organizes, directs, and coordinates planning and production of all team support activities. Principal point of contact with the contracting officer representative/contracting officer technical representative (COR/COTR); receives and responds to requests and requirements. Provides oversight of contract deliverables ensuring compliance with delivery dates, requirements, and product standards. Ensures team labor force is technically competent and fully capable of compliance with customer requirements. Takes appropriate action and coordinates policies and activities with appropriate Government personnel, as required to avoid personal services.

**Minimum Education:** Master's degree from an accredited college or university in a discipline related to the duties of management of similar contracts or organizations. Five additional years of relevant experience may be substituted for the Master's degree.

### **2. Senior Program Director**

**Minimum/General Experience:** Ten years of senior level experience in managing multiple training, management or technical programs with total responsibility for the success of the organizational unit. Must have excellent oral and written communication skills, with a demonstrated capability for dealing with all levels of management personnel, contractor managers, and customer representatives.

**Functional Responsibility:** Provides oversight of management activities for assigned programs. Plans, organizes, staffs, directs and evaluates program activities to meet organizational goals. Meets with customers and participates in program reviews to evaluate satisfaction with the quality of products provided, the effectiveness of assigned programs, and to identify future organizational goals and requirements. Directs implementation of process and product improvements. Creates and manages budgets and operating plans

**Minimum Education:** Master's degree from an accredited college or university in operations research, systems analysis, mathematics or a closely related field. Five additional years of related experience may be substituted for the Master's degree if education includes a Bachelor's degree.

### **3. Senior Operations Manager**

**Minimum/General Experience:** Ten years of senior level experience in managing and supporting training, management or technical programs. Must have excellent oral and written communication skills, with a demonstrated capability for dealing with all levels of management personnel, contractor managers, and customer representatives

**Functional Responsibility:** Manage and oversee the execution of plans and operations in support of the organizational mission. Monitor and report on the achievement of organizational goals and assess performance. Analyze operational systems, processes and policies and identify recommended improvements to increase organizational efficiency and effectiveness and enhance achievement of the organization's mission. Facilitate coordination and communications between elements and functions of the organization to ensure unity of purpose.

**Minimum Education:** Master's degree from an accredited college or university in operations research, systems analysis, mathematics or a closely related field. Five additional years of related experience may be substituted for the Master's degree if education includes a Bachelor's degree.

#### **4. Senior Engineer**

**Minimum/General Experience:** Seven years of increasingly complex and progressive experience in engineering concepts, theories and practices relevant to the task area. Experience with current technologies and, where required for the task, emerging technologies.

**Functional Responsibility:** Provide high level subject matter technical engineering expertise and oversight. Perform analyses and technical engineering studies, develop recommendations and apply best practice solutions for complex projects and technical matters within the scope and discipline of the assigned program. Develop complete specifications to enable other technical personnel to implement solutions. Provides guidance and training to less experienced engineers to ensure that their knowledge and skills provides them the necessary experience to complete assigned projects. Develop, monitor and maintain project budgets and schedules, and coordinate supporting staff assignments.

**Minimum Education:** Master's degree from an accredited college or university with a curriculum or major field of study that provides substantial knowledge related to the work to be performed. Three additional years of relevant experience may be substituted for the Master's degree if education includes a Bachelor's degree.

#### **5. Program Manager**

**Minimum/General Experience:** Seven years of progressive experience in managing related/technical programs, which include at least two years managing a significant organization or program with total responsibility for the success of the organizational unit. Must have excellent oral and written communication skills, with a demonstrated capability for dealing with all levels of management personnel, contractor managers, and client representatives.

**Functional Responsibility:** Responsible for overall management of one or more contracts or sites. Organizes, directs, and coordinates planning and production of all contract support activities. Responsible for the performance of all contract activities and task order requirements. Controls budget of assigned programs and organizes, prepares and conducts periodic program reviews. Meets with appropriate Government management personnel, other contractor managers, and client agency representatives. Assigns, schedules, and reviews work of subordinates. Explains policies, purposes, and goals of the contractor's organization, and GSA's policies and procedures applicable to this contract, to subordinates. Takes appropriate action and coordinates policies and activities with appropriate Government personnel, as required to avoid personal services. Actively applies quality control measures to the management and

performance of the contract.

**Minimum Education:** Master's degree from an accredited college or university in a discipline related to the duties of management of similar contracts or organizations. Five additional years of relevant experience may be substituted for the Master's degree.

## **6. Principal Analyst/Senior Facilitator**

**Minimum/General Experience:** Seven years of senior level experience in managing related/technical programs, which include at least two years managing a significant organization or program with total responsibility for the success of the organizational unit. Must have excellent oral and written communication skills, with a demonstrated capability for dealing with all levels of management personnel, contractor managers, and client representatives.

**Functional Responsibility:** Provide advanced analytical and technical support to the customer, serving as technical advisor in support of assigned task area, recommending changes and identifying areas for further investigation. Assess and analyze organizational needs and develop recommendations to establish training programs, workshops, leader development programs, or other venues to meet requirements. Assist with program development, testing, implementation, and evaluation. Develop, schedule and facilitate seminars and workshops addressing topics designed to enhance organizational effectiveness and assist in achieving organizational goals. Develop supporting materials and presentations; supervise and coordinate activities of supporting analysts, subject matter experts, instructional and training support staff, and topic facilitators.

**Minimum Education:** Master's degree from an accredited college or university in a discipline related to the duties of management of similar contracts or organizations. Five additional years of relevant experience may be substituted for the Master's degree.

## **7. Computer Programming Specialists**

**Minimum/General Experience:** Three years experience in data processing to include systems and/or application programming. Knowledgeable in computer programming languages and operating environments relevant to the statement of work for the task.

**Functional Responsibility:** Assists in defining system scope and objectives through research and fact-finding to develop or modify moderately complex information systems. Works from specifications to develop or modify systems and applications programs. Designs, codes, tests, debugs, documents, and maintains programs. As required by assigned tasks, supports on-site system testing. Monitors system performance during exercises and tests and takes corrective actions when required. Works independently on most phases of applications analysis and programming activities, but requires instruction and guidance in complex phases.

**Minimum Education:** Bachelor's degree from an accredited college or university in any of the following academic fields: Information Systems Management, Computer Systems Analysis, or Operations Research/System Analysis. Two additional years of experience may be substituted for the Bachelor's degree if education includes an Associate's degree in one of the aforementioned fields. Four additional years of experience may be substituted for the Bachelor's degree.



## **8. Senior Educator/Trainer/Consultant**

**Minimum/General Experience:** Seven years of senior level experience developing and managing education, training, or business programs related to the subject matter in the statement of work, of which a minimum of two years must be specialized in the delivery of education or training programs. Must have experience with current technologies and, where required for the task, emerging technologies.

**Functional Responsibility:** Provides high level education and training needs analyses. Consults with and interviews organizational leadership, observes and assesses programs, gathers and analyses data, and develops recommendations for education and training program development. Assesses, designs, and conceptualizes training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state-of-the-art technologies related to training and behavioral studies. Identifies the best approach training requirements including, but not limited to, hardware, software, simulations, course assessment and refreshment, assessment centers, oral examinations, interviews, computer-assisted and adaptive testing, behavior-based assessment and performance, and team and unit assessment and measurement. Uses various iterative process-improvement and best methodologies in applied psychology, psychometrics, human factors engineering, educational measurement, and other related disciplines. As appropriate to assigned tasks, develops and maintains knowledge bases; conducts applied and advanced research methodologies; develops tests, surveys, training materials, data collection measures, and performs statistical and other analysis. Duties may also include instructing, directing, and checking the work of other analysts and personnel.

**Minimum Education:** Master's degree from an accredited college or university in a discipline related to the duties of management of similar contracts or organizations. Five additional years of relevant experience may be substituted for the Master's degree.

## **9. Senior Analyst/Facilitator III**

**Minimum/General Experience:** Ten years of increasingly complex and progressive experience in performing analysis, development, prototyping, implementation, and facilitation in a business, mathematical, scientific, or defense-related setting using a variety of technology resources. Must have experience with appropriate current technologies and, where required for the task, emerging technologies. Must have managed or had significant involvement with complex or substantive projects including three years of experience in management and supervision. Experience in assisting individuals, small groups, and organizations with integration and/or implementation of prototype or long-term solutions is highly desirable.

**Functional Responsibility:** As appropriate to assigned tasks, develops, formulates, and defines system/project scope and objectives and prepares detailed specifications for task or project. Responsible for design, development, implementation, testing, and documentation of prototypes and or objective systems and/or concepts. Has technical knowledge and responsibility for execution of all phases of assigned tasks. Understands the business or function for which application or system is being designed or developed. Duties may also include instructing, directing, and checking the work of other analysts and supporting personnel. Responsible for quality assurance review. Responsible for directing and monitoring the work of team members.

**Minimum Education:** Master's degree from an accredited college or university in a discipline related to the subject matter identified in the statement of work. Five additional years of related experience may be substituted for the Master's degree if education includes a Bachelor's degree.

### **10. Operations Research Analyst**

**Minimum/General Experience:** Five years relevant experience in operations research or systems analysis. Familiarity with standard operations research techniques including simulation, linear programming, dynamic programming, game theory, probability theory, system reliability, and human engineering. Must have excellent oral and written communication skills, with a demonstrated capability for dealing with all levels of management personnel, contractor managers, and client representatives

**Functional Responsibility:** Conducts analyses of management and operational problems and formulates mathematical or simulation models of problem for solution. Analyzes problems in terms of management information and conceptualizes and defines problem. Studies information and recommends best course of action that affords maximum probability of effectiveness and minimizes cost and risk. Defines data requirements and gathers and validates information applying judgment and statistical tests. Prepares reports defining problem, evaluation, and possible solutions. Evaluates implementation and effectiveness of research. Works in association with engineers, management, and subject matter experts.

**Minimum Education:** Master's degree from an accredited college or university in operations research, systems analysis, mathematics or a closely related field. Five additional years of related experience may be substituted for the Master's degree if education includes a Bachelor's degree.

### **11. Business Systems/Financial Analyst**

**Minimum/General Experience:** Five years of progressive experience in business operations, accounting or finance performing work relevant to the task performance work statement. Working knowledge of spreadsheets, financial modeling, data management and analysis, business process flows, and generally accepted accounting practices (GAAP). Excellent analytical, oral and written communications skills required.

**Functional Responsibility:** Provides business operations analytical or financial analytical support to an organization. Support may consist of assisting in the development of budgets, forecasts, and long range plans; gathering, analyzing, and reporting financial results and status to the organization's management team. May also analyze, document and validate existing business and system processes and assesses to identify compliance with requirements, regulations and controls and GAAP. Provides perspective and recommendations to improve performance.

**Minimum Education:** Master's degree from an accredited college or university in business management, financial management, accounting or a closely related field; MBA preferred. Five additional years of related experience may be substituted for the Master's degree if education includes a Bachelor's degree.

### **12. Engineering Specialist: HW/SW**

**Minimum/General Experience:** Ten years of information systems or training development experience including system/project analysis and design techniques. Must have experience with current technologies and, where required for the task, emerging technologies. Must have managed or had significant

involvement with complex or substantive projects including three years of experience in management and supervision.

**Functional Responsibility:** As appropriate to assigned tasks, develops and modifies complex systems and develops sub-systems to enhance the overall operational system. Applies analytical techniques when gathering information from users, defining work problems, designing a solution using the computer and other tools, and developing procedures to resolve problems. Develops complete specifications to enable technical personnel to implement proposed solutions. Analyzes methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications for projects, resolves problems, coordinates work with other disciplines, and orients users to new systems. Duties may also include instructing, directing, and checking the work of other personnel. Responsible for quality assurance review. Responsible for directing and monitoring the work of team members.

**Minimum Education:** Master's degree from an accredited college or university in a discipline related to the subject matter identified in the statement of work. Five additional years of related experience may be substituted for the Master's degree if education includes a Bachelor's degree.

### **13. Internet & LAN Specialist**

**Minimum/General Experience:** Seven years experience working with computers and computer networks, including five years experience directing and performing maintenance and configuration management of network components, and two years experience in configuring individual work stations, users' applications, and internet access. Requires comprehensive knowledge of the organization's hardware, software, and network components.

**Functional Responsibility:** Provides system management of local area network (LAN) systems and client system access to classified or unclassified external networks. Consults with and advises network users. Coordinates network administration and performance requirements with others in the information systems function. Performs configuration management and documentation of network and system topologies. Plans for and provides reasonable responsiveness in terms of system performance. Prepares activity and progress reports regarding the network performance.

**Minimum Education:** Bachelor of Science degree from an accredited college or university in Computer Science or a related discipline. Three years additional experience with computer network and application software installation, troubleshooting, and/or networking operations may be substituted for the degree requirement.

### **14. Senior Graphics Designer**

**Minimum/General Experience:** Five years of specialized experience in the preparation of formal drawings, diagrams, and illustrations using computer-based graphics packages or desktop publishing software.

**Functional Responsibility:** Responsible for graphics design and use, operation and setup of computer graphic systems. Executes graphic projects and assists in coordination of graphics production scheduling; coordinates production support with outside vendors, as needed. Interfaces with users to determine scope

of project and best graphics medium. Works on complex projects independently and has thorough knowledge of graphics systems and graphics application packages. Trains other personnel in proper use of computer graphic equipment. Troubleshoots computer equipment problems and performs minor preventive maintenance.

**Minimum Education:** High school graduate or equivalent, plus at least one year of specialized graphics or artistic training. Two additional years of relevant experience may be substituted for the specialized training.

### **15. Consultant/Engineer**

**Minimum/General Experience:** Six years of increasingly complex and progressive experience in performing system/project analysis, development, and implementation in business, mathematical, engineering, or scientific settings using a variety of information technology resources. At least five years must have been in systems or applications programming. Has experience with current technologies and, where required for the task, emerging technologies.

**Functional Responsibility:** Independently develops, modifies, and maintains complex programs which produce several interrelated but different products. Tests, documents, and writes operating instructions for all work. Performs programming analysis such as investigating the feasibility of developing alternate programs, assisting users in defining needs, or participating on contractor and user teams working on large and complicated programs.

**Minimum Education:** Bachelor of Science degree from an accredited college or university in Engineering, Computer Science, Applied Mathematics, or Management Information Systems. Five additional years of relevant experience may be substituted for the degree requirement.

### **16. Evaluation Specialist**

**Minimum/General Experience:** Four years of progressive research or evaluation experience relevant to the task statement of work. Must have excellent oral and written communication skills.

**Functional Responsibility:** Performs research and program evaluation of the supported organization and its functions to enhance its overall performance and achievement of goals. Performs mission analysis to determine scope of evaluation; designs data collection instruments; monitors and collects qualitative and quantitative program performance data from a variety of sources. Manages, stores and secures data; analyzes and documents findings, and communicates results and recommendations in reports and briefings to the customer. Able to operate independently during most phases but may require assistance with more complex aspects of the evaluation process.

**Minimum Education:** Bachelor's degree from an accredited college or university with a curriculum or major field of study that provides substantial knowledge relevant to the task order. Five additional years of relevant experience may be substituted for the Bachelor's degree.

### **17. Education Specialist/Instructor**

**Minimum/General Experience:** Four years of intensive or progressive experience in education or instruction relevant to the task statement of work. Must have excellent oral and written communication

skills.

**Functional Responsibility:** Prepares programs of instruction in accordance with customer requirements and teaches assigned topics following approved curriculum, effectively utilizing allotted time. Develops and maintains teaching techniques in order to maintain high motivation and interest in the subject area. Administers grades, records and critiques examinations; prepares and administers remedial assignments.

**Minimum Education:** Bachelor's degree from an accredited college or university with a curriculum or major field of study that provides substantial knowledge relevant to the task order. Five additional years of relevant experience may be substituted for the Bachelor's degree.

### **18. Training Specialist/Instructor**

**Minimum/General Experience:** Must have four years of increasingly complex and progressive experience in training facilitation, of which a minimum of one year must be specialized in the delivery of training instruction and services. Must have experience with current technologies and, where required for the task, emerging technologies. Must have excellent oral and written communication skills.

**Functional Responsibility:** Trains personnel by using various forums, such as formal classroom training courses, course facilitation, workshops, exercises, and seminars. Prepares training materials including, but not limited to, course outlines, course manuals, background materials, workbooks, handouts, completion certificates, course assessment forms, and training aids. Able to work independently on most activities, but may require instruction and guidance in complex phases.

**Minimum Education:** Bachelor's degree from an accredited college or university with a curriculum or major field of study that provides substantial knowledge relevant to the task order. Five additional years of relevant experience may be substituted for the Bachelor's degree.

### **19. Instructional Technologist**

**Minimum/General Experience:** Three years of instructional technology or instructional experience. Must have experience with current technologies and, where required for the task, emerging technologies.

**Functional Responsibility:** Facilitate the effective integration of technology into the teaching/instruction process. Provide expertise in instructional methodology, tests and measurement, and curriculum development; develop courseware format guidelines; review and maintain task lists and objective hierarchies; and prepare courseware materials in designated format. Work with instructional developers and instructor/Subject Matter Experts to ensure accurate content and format. Plan for and integrate completed graphics into curriculum. Track individual lesson status, review lesson materials before submission to ensure revisions do not impact instructional flow, and monitor lecture presentations to evaluate and assist with lesson organization and content.

**Minimum Education:** Bachelor's degree from an accredited college or university with a curriculum or major field of study. Five additional years of relevant experience may be substituted for the Bachelor's degree. Knowledge of curriculum development and instructional design, and computer applications

### **20. Quality Assurance/Improvement Specialist**

**Minimum/General Experience:** Four years of quality assurance analysis experience performing tasks in

quality assurance audits, systems deficiency and analysis, risk management and causal analysis, or trend tracking and analysis. Relevant work experience similar to the organization to be supported in the task order is required.

**Functional Responsibility:** Provides assistance to the supported organization to develop and implement a quality assurance program to ensure compliance with requirements and directives and to implement continuous product improvements. Analyzes organizational or program requirements to identify delivery standards; determines performance metrics, procedures and processes. Develops an organizational quality assurance program and trains staff on quality principles and processes. Collects performance data and conducts quality analyses based on metrics, and provides results including risk, causal, deficiency, and trend analyses and recommendations for performance improvement. Investigates deficiencies and provides recommendations for process improvements to prevent recurrence. Prepares records, reports and conducts briefings to management.

**Minimum Education:** Bachelor's degree from an accredited college or university with a major in business administration, mathematics, or a field of study relevant to the organization to be supported in the task order. Five additional years of relevant experience may be substituted for the Bachelor's degree.

## **21. Management Analyst**

**Minimum/General Experience:** Four years of management analyst or research specialist experience supporting organizations similar to the organization to be supported in the task order is required.

**Functional Responsibility:** Analyzes business or operating procedures to devise the most efficient methods to accomplish work. Plans study of work problems and procedures, including organizational change, communications, information flow, integrated production methods, inventory control, or cost analyses. Gathers and organizes information on problem or procedures including present operation procedures. Analyses data gathered, develops information and considers available solutions or alternate courses of action. Organizes and documents results of studies and prepares recommendations for implementation of new systems. Confers with staff to ensure smooth functioning of newly implemented systems or procedures. May conduct operational effectiveness reviews to ensure functional or project systems are applied and functioning as designed. May develop or update functional or operational manuals outlining established methods of performing work in accordance with organizational policy.

**Minimum Education:** Bachelor's degree from an accredited college or university with a major in business administration, mathematics, or a field of study relevant to the organization to be supported in the task order. Five additional years of relevant experience may be substituted for the Bachelor's degree.

## **22. Systems Analyst**

**Minimum/General Experience:** Three years of increasingly complex and progressive experience in information systems and/or training development experience including systems analysis and design techniques. Has experience with current technologies and, where required for the task, emerging technologies. Must have excellent oral and written communication skills, with a demonstrated capability for dealing with all levels of management personnel, contractor managers, and client representatives

**Functional Responsibility:** Develops and modifies complex systems and develops sub-systems to enhance the overall operational system. Applies analytical techniques when gathering information from users, defining work problems, designing a system, and developing procedures to resolve problems.



Develops complete specifications to enable other technical personnel to implement solutions. Able to work independently on most activities, but may require instruction and guidance in complex phases.

**Minimum Education:** Bachelor's degree from an accredited college or university in information management, information technology, or computer science. Five additional years of relevant experience may be substituted for the degree requirement.

### **23. Senior Technical Writer**

**Minimum/General Experience:** Three years of writing experience, preferably in a technical field with an emphasis on technical documentation. Must possess excellent oral and written communications skills and attention to detail.

**Functional Responsibility:** Write, edit, index, or revise a variety of technical, user documentation such as articles, reports, procedures, and manuals for a wide range of users. Collaborate with subject matter experts during design phase to gain an understanding of the product. Analyze project requirements to determine types of publications needed, project plans and timelines. Maintain document standards and ensure accuracy and completeness of technical documentation. Supervise and review the work of other technical writers as the task requires. Conduct research and evaluate new documentation tools and methodologies.

**Minimum Education:** Bachelor's degree from an accredited college or university in communications, journalism, English, technical communications, computer science or related field. Five additional years of relevant experience may be substituted for the degree requirement.

### **24. Junior Consultant/Engineer**

**Minimum/General Experience:** Two years of experience in performing system/project analysis, development, and implementation in business, mathematical, engineering, or scientific settings using a variety of information technology resources. Has experience with current technologies and, where required for the task, emerging technologies.

**Functional Responsibility:** Develops, modifies, and maintains complex programs which produce several interrelated but different products. Tests, documents, and writes operating instructions for all work. Performs programming analysis such as investigating the feasibility of developing alternate programs, assisting users in defining needs, or participating on contractor and user teams working on large and complicated programs. Able to operate independently but may require instruction and guidance on more complex tasks.

**Minimum Education:** Bachelor of Science degree from an accredited college or university in Engineering, Computer Science, Applied Mathematics, or Management Information Systems. Five additional years of relevant experience may be substituted for the degree requirement.

### **25. Analyst/Facilitator II**

**Minimum/General Experience:** Three years of experience performing analysis, development, prototyping, implementation, and facilitation in a business, mathematical, scientific, or defense-related setting using a variety of technology resources. Must have experience with appropriate current

technologies, and where required for the task, emerging technologies. Must have managed or had significant involvement with complex or substantive projects including three years of experience in management and supervision. Experience in assisting individuals, small groups, and organizations with integration and/or implementation of prototype or long-term solutions is highly desired.

**Functional Responsibility:** Provide advanced analytical and technical support to the customer, serving as technical advisor in support of assigned task area, recommending changes and identifying areas for further investigation. Assess and analyze organizational needs and develop recommendations to establish training programs, workshops, leader development programs, or other venues to meet requirements. Assist with program development, testing, implementation, and evaluation. Develop, schedule and facilitate seminars and workshops addressing topics designed to enhance organizational effectiveness and assist in achieving organizational goals. Develop supporting materials and presentations; supervise and coordinate activities of supporting analysts, subject matter experts, instructional and training support staff, and topic facilitators.

**Minimum Education:** Bachelor's degree from an accredited college or university with a curriculum or major field of study that provides substantial knowledge related to the work to be performed. Five additional years of relevant experience may be substituted for the degree requirement.

## 26. Analyst I

**Minimum/General Experience:** Four years of increasingly complex and progressive experience in performing analysis, development, and implementation in business, mathematical, engineering, scientific, or defense-related settings using a variety of technology resources. Has experience with current technologies and, where required for the task, emerging technologies.

**Functional Responsibility:** Formulates and defines system/project scope and objectives. Prepares detailed specifications. Designs, implements, tests, and documents assigned tasks. Works at the highest technical level of all phases of the assigned functional area. Provides guidance and training to less experienced analysts. Formulates and defines system/project scope and objectives through research and fact-finding to develop or modify moderately complex systems or tasks. Prepares detailed specifications. Designs, implements, tests, and documents assigned tasks. Able to work independently on most phases of systems analysis activities, but may require instruction and guidance in complex phases.

**Minimum Education:** Bachelor's degree from an accredited college or university with a curriculum or major field of study that provides substantial knowledge related to the work to be performed. Five additional years of relevant experience may be substituted for the degree requirement.

## 27. Facilitator I

**Minimum/General Experience:** One year of experience performing analysis, development, implementation, and facilitation in a business, mathematical, scientific, or defense-related setting using a variety of technology resources. Must have experience with appropriate current technologies and, where required for the task, emerging technologies.

**Functional Responsibility:** Provide analytical and technical support to the customer, serving as an advisor in support of assigned task area, recommending changes and identifying areas for further investigation. Assist with assessing and analyzing organizational needs and develop recommendations to

establish training programs, workshops, leader development programs, or other venues to meet requirements. Assist with program development, testing, implementation, and evaluation. Assist with development, scheduling and help facilitate seminars and workshops addressing topics designed to enhance organizational effectiveness and assist in achieving organizational goals. Develop supporting materials and presentations. Able to work independently on most phases of activities, but may require instruction and guidance in complex phases.

**Minimum Education:** Bachelor's degree from an accredited college or university in a discipline related to the subject matter identified in the statement of work. Five additional years of related experience may be substituted for the degree.

## **28. Researcher**

**Minimum/General Experience:** One year of relevant experience performing research utilizing similar methods required by the task statement of work. Must have excellent oral and written communication skills.

**Functional Responsibility:** Perform research in support of an organization's projects and goals. Conduct liaison with the supported organization to develop and refine research objectives. Collect, organize, manage, and analyze relevant data utilizing information management systems. Utilize a variety of research methodologies, including but not limited to interviews, questionnaires, and focus groups; case studies; document analyses; and database and literature searches. Prepare and present findings both orally and in writing, including recommendations and identifying key issues as appropriate to the statement of work. Works on most projects independently but may require guidance in complex phases.

**Minimum Education:** Bachelor's degree from an accredited college or university with a curriculum or major field of study. Five additional years of relevant experience may be substituted for the Bachelor's degree

## **29. Graphics Specialist/Illustrator**

**Minimum/General Experience:** One year of specialized experience in the preparation of formal drawings, diagrams, and illustrations using computer-based graphics packages or desktop publishing software.

**Functional Responsibility:** Responsible for graphics design and use, operation and setup of computer graphic systems. Executes graphics projects and ensures that graphics projects are completed on time, within budget, and to users' satisfaction. Interfaces with users to determine scope of project and best graphics medium. Works on most projects independently but may require instruction and guidance in complex phases.

**Minimum Education:** Bachelor's degree from an accredited college or university with a curriculum or major field of study. Five additional years of relevant experience may be substituted for the Bachelor's degree.

## **30. Associate Analyst**

**Minimum/General Experience:** One year of experience in performing analysis, development, and implementation in business, mathematical, engineering, scientific, or defense-related settings using a

variety of technology resources. Has experience with current technologies and, where required for the task, emerging technologies.

**Functional Responsibility:** Assists a lead or senior analyst with formulation and definition of system/project scope and objectives. Performs research and fact-finding to assist with development or modification of moderately complex systems or tasks. Assists with preparation of detailed specifications and the design, implementation, testing, and documentation of assigned tasks. Operates under the direction of a lead or senior analyst on most phases of systems analysis activities.

**Minimum Education:** Associate's degree (AA/AS) from an accredited college or university with a curriculum or major field of study that provides substantial knowledge related to the work to be performed. Five additional years of relevant experience may be substituted for the degree requirement.

### **31. Administrative Support Specialist**

**Minimum/General Experience:** Five years of experience related to administrative support of a government contract or equivalent. In addition, at least one year must include supervision of a work group.

**Functional Responsibility:** Responsible for developing, drafting, writing and editing reports, briefs, proposals, and other documents in support of a contract requirements. Interfaces with personnel to coordinate meetings, maintain logs, records and files, provides end-user support, and performs general administrative duties. Assists in budgetary and financial management. Must be capable of working independently. Must be able to communicate orally and in writing with all levels of an organization as required. May be required to serve as assistant site or project manager.

**Minimum Education:** Associate's (AA/AS) degree from an accredited college or university. Five additional years of experience may be substituted for the degree.

### **32. Coordinator/Administrative Assistant**

**Minimum/General Experience:** Three years of experience related to administrative support of a government contract or equivalent.

**Functional Responsibility:** Responsible for developing, drafting, writing and editing reports, briefs, proposals, and other documents in support of a contract requirements. Interfaces with program personnel to coordinate meetings, maintain logs, records and files, provides end-user support, and performs general administrative duties. Assists in budget and financial management. Must be capable of working independently. Must be able to communicate orally and in writing with all levels of an organization as required.

**Minimum Education:** Associate's (AA/AS) degree from an accredited college or university. Five additional years of experience may be substituted for the degree.

## Labor Category Descriptions for SINS 874-4/4RC

### 1. Project Manager

**Minimum/General Experience:** Five years of progressive experience in managing IT or training programs, which include at least one year managing a significant organization or project with total responsibility for the success of the organizational unit.

**Functional Responsibility:** Responsible for overall management of the contract or site. Organizes, directs, and coordinates planning and production of all contract support activities. Must have excellent oral and written communication skills, with a demonstrated capability for dealing with all levels of management personnel, contractor managers, and client representatives. Responsible for the performance of all contract activities and task order requirements. Meets with appropriate Government management personnel, other contractor managers, and client agency representatives. Assigns, schedules, and reviews work of subordinates. Explains policies, purposes, and goals of the contractor's organization, and GSA's policies and procedures applicable to this contract, to subordinates. Takes appropriate action and coordinates policies and activities with appropriate Government personnel, as required to avoid personal services. Actively applies quality assurance measures to the management and performance of the contract.

**Minimum Education:** Master's degree from an accredited college or university in a discipline related to the duties of management of similar contracts or organizations. Five additional years of relevant experience may be substituted for the Master's degree.

### 2. Administrative Support Assistant

**Minimum/General Experience:** Five years of experience related to administrative support of a government contract or equivalent. In addition, at least one year must include supervision of a work group.

**Functional Responsibility:** Responsible for developing, drafting, writing and editing reports, briefs, proposals, and other documents in support of a contract requirements. Interfaces with personnel to coordinate meetings, maintain logs, records and files, provides end-user support, and performs general administrative duties. Assists in budgetary and financial management. Must be capable of working independently. Must be able to communicate orally and in writing with all levels of an organization as required. May be required to serve as assistant site or project manager.

**Minimum Education:** Bachelor's degree from an accredited college or university. Five additional years of experience may be substituted for the degree.

### 3. Senior Graphics Specialist

**Minimum/General Experience:** Five years of specialized experience in the preparation of formal drawings, diagrams, and illustrations using computer-based graphics packages or desktop publishing software.

**Functional Responsibility:** Responsible for graphics design and use, operation and setup of computer

graphic systems. Executes graphic projects and assists in coordination of graphics production scheduling; coordinates production support with outside vendors, as needed. Interfaces with users to determine scope of project and best graphics medium. Works on complex projects independently and has thorough knowledge of graphics systems and graphics application packages. Trains other personnel in proper use of computer graphic equipment. Troubleshoots computer equipment problems and performs minor preventive maintenance.

**Minimum Education:** High school graduate or equivalent, plus at least one year of specialized graphics or artistic training. Two additional years of relevant experience may be substituted for the specialized training.

#### **4. Graphics Artist**

**Minimum/General Experience:** One year of specialized experience in the preparation of formal drawings, diagrams, and illustrations using computer-based graphics packages or desktop publishing software.

**Functional Responsibility:** Responsible for graphics design and use, operation and setup of computer graphic systems. Executes graphics projects and ensures that graphics projects are completed on time, within budget, and to users' satisfaction. Interfaces with users to determine scope of project and best graphics medium. Works on most projects independently but may require instruction and guidance in complex phases.

**Minimum Education:** High school graduate or equivalent.

#### **5. Sr. Technical Advisor**

**Minimum/General Experience:** Fifteen (15) years experience in military operations including assignments as a flag/general officer or senior level executive or scientific experience in technical programs, government, education or business.

**Functional Responsibility:** Responsible for providing senior level support to senior echelon individuals or organizations in execution of training support, including exercises, technology insertion, and other programs. Provides senior level technical support for development and/or integration of advanced technical concepts and programs. Serves as senior manager, advisor, facilitator, or observer to provide broad based external senior level experience and leadership to diverse, complex doctrinal, training, or technical requirements.

**Minimum Education:** Bachelor of Science or Bachelor of Arts degree and a graduate of senior military college for related military requirements or advanced degree in discipline appropriate to task requirements.

#### **6. Senior Subject Matter Expert**

**Minimum/General Experience:** Ten years of experience related to the subject matter in the statement of work. As appropriate to the specific tasks being performed, requires competence in system/project analysis techniques, concepts; and methods; also requires knowledge of the "state-of-the-art" in the



assigned functional areas of responsibility.

**Functional Responsibility:** Provides very high-level subject matter expertise for work described in the statement of work. As required, provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional system/project analysis, design, integration, documentation, training, and implementation advice on complex problems that require expert knowledge of the subject matter for effective implementation. Applies principles, methods, and knowledge of specific functional areas of expertise to specific statement of work requirements. Provides advice on esoteric problems that require extensive knowledge of the subject matter. Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order.

**Minimum Education:** Ph.D. from an accredited college or university in a discipline related to the subject matter identified in the statement of work. Five additional years of experience may be substituted for the Ph.D. if education includes a Master's degree in a related discipline.

## **7. Subject Matter Expert**

**Minimum/General Experience:** Five years of experience related to the subject matter in the statement of work. As appropriate to the specific tasks being performed, requires competence in system/project analysis techniques, concepts; and methods; also requires broad knowledge of the assigned functional areas of responsibility.

**Functional Responsibility:** As required, provides technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems/project analysis, design, integration, documentation and implementation advice on complex problems which require graduate level knowledge of the subject matter for effective implementation. Applies principles, methods, and knowledge of the functional area of expertise to specific task order requirements. Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the task order.

**Minimum Education:** Master's degree from an accredited college or university in a discipline related to the subject matter identified in the statement of work. Three additional years of experience may be substituted for the Master's degree if education includes a Bachelor's degree.

## **8. Lead Analyst**

**Minimum/General Experience:** Ten years of increasingly complex and progressive experience in performing analysis, development, and implementation in a business, mathematical, scientific, or defense-related setting using a variety of technology resources. Must have experience with current technologies and, where required for the task, emerging technologies. Must have managed or had significant involvement with complex or substantive projects including three years of experience in management and supervision.

**Functional Responsibility:** As appropriate to assigned tasks, formulates and defines system/project scope and objectives and prepares detailed specifications for task or project. Responsible for design,

implementation, testing, and documentation. Has full technical knowledge and responsibility for all phases of assigned tasks. Understands the business or function for which application or system is being designed. Duties may also include instructing, directing, and checking the work of other systems analysts and personnel. Responsible for quality assurance review. Responsible for directing and monitoring the work of team members.

**Minimum Education:** Master's degree from an accredited college or university in a discipline related to the subject matter identified in the statement of work. Three additional years of experience may be substituted for the Master's degree if education includes a Bachelor's degree.

## 9. Senior Analyst

**Minimum/General Experience:** Seven years of increasingly complex and progressive experience in performing analysis, development, and implementation in business, mathematical, engineering, scientific, or defense-related settings using a variety of technology resources. Has experience with current technologies and, where required for the task, emerging technologies.

**Functional Responsibility:** Formulates and defines system/project scope and objectives. Prepares detailed specifications. Designs, implements, tests, and documents assigned tasks. Works at the highest technical level of all phases of the assigned functional area. Provides guidance and training to less experienced analysts.

**Minimum Education:** Bachelor's degree from an accredited college or university with a curriculum or major field of study that provides substantial knowledge related to the work to be performed. Five additional years of relevant experience may be substituted for the degree requirement.

## 10. Analyst

**Minimum/General Experience:** Four years of increasingly complex and progressive experience in performing analysis, development, and implementation in business, mathematical, engineering, scientific, or defense-related settings using a variety of technology resources. Has experience with current technologies and, where required for the task, emerging technologies.

**Functional Responsibility:** Formulates and defines system/project scope and objectives. Prepares detailed specifications. Designs, implements, tests, and documents assigned tasks. Works at the highest technical level of all phases of the assigned functional area. Provides guidance and training to less experienced analysts. Formulates and defines system/project scope and objectives through research and fact-finding to develop or modify moderately complex systems or tasks. Prepares detailed specifications. Designs, implements, tests, and documents assigned tasks. Able to work independently on most phases of systems analysis activities, but may require instruction and guidance in complex phases.

**Minimum Education:** Bachelor's degree from an accredited college or university with a curriculum or major field of study that provides substantial knowledge related to the work to be performed. Five additional years of relevant experience may be substituted for the degree requirement.

## 11. Lead Instructional Specialist

**Minimum/General Experience:** Ten years of intensive or progressive experience in the individual's field of study or specialization. Must have experience with current technologies and, where required for the task, emerging technologies. Must have managed or had significant involvement with complex or substantive projects including three years of experience in management and supervision.

**Functional Responsibility:** Assesses, designs, and conceptualizes training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state-of-the-art technologies related to training and behavioral studies. Identifies the best approach training requirements including, but not limited to, hardware, software, simulations, course assessment and refreshment, assessment centers, oral examinations, interviews, computer-assisted and adaptive testing, behavior-based assessment and performance, and team and unit assessment and measurement. Uses various iterative process-improvement and best methodologies in applied psychology, psychometrics, human factors engineering, educational measurement, and other related disciplines. As appropriate to assigned tasks, develops and maintains knowledge bases; conducts applied and advanced research methodologies; develops tests, surveys, training materials, data collection measures, and performs statistical and other analysis. Duties may also include instructing, directing, and checking the work of other analysts and personnel. Responsible for quality assurance review. Responsible for directing and monitoring the work of team members.

**Minimum Education:** Master's degree from an accredited college or university with a curriculum or major field of study that provides substantial knowledge relevant to the task order. Three additional years of relevant experience may be substituted for the Master's degree if education includes a Bachelor's degree.

## 12. Senior Instructional Specialist

**Minimum/General Experience:** Seven years of intensive or progressive experience in the individual's field of study or specialization. Must have experience with current technologies and, where required for the task, emerging technologies.

**Functional Responsibility:** Develops, implements, and maintains training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state-of-the-art technologies related to training and behavioral studies. Identifies the best approach training requirements to include, but not limited to, hardware, software, simulations, course assessment and refreshment, assessment centers, oral examinations, interviews, computer-assisted and adaptive testing, behavior-based assessment and performance, and team and unit assessment and measurement. Uses various iterative process-improvement and best methodologies in applied psychology, psychometrics, educational measurement, and other related disciplines. Develops and maintains knowledge bases; conducts applied and advanced research methodologies; develops tests, surveys, training materials, data collection measures, statistical and other analysis; and identifies, conceptualizes and secures new research and development areas. Provides guidance and training to less experienced instructional technologists.

**Minimum Education:** Bachelor's degree from an accredited college or university with a curriculum or major field of study that provides substantial knowledge relevant to the task order. Five additional years of relevant experience may be substituted for the Bachelor's degree.

### 13. Instructional Specialist

**Minimum/General Experience:** Four years of intensive or progressive experience in the individual's field of study or specialization.

**Functional Responsibility:** Prepares detailed specifications. Designs, develops, tests, documents, and maintains training material. Assists in research and fact finding to develop or modify training systems. Assists in preparing detailed specifications. Able to work independently on most phases of assigned tasks, but may require instruction and guidance in complex areas.

**Minimum Education:** Bachelor's degree from an accredited college or university with a curriculum or major field of study that provides substantial knowledge relevant to the task order. Five additional years of relevant experience may be substituted for the Bachelor's degree.

### 14. Lead Training Facilitator

**Minimum/General Experience:** Ten years of increasingly complex and progressive experience in training analysis and design, of which a minimum of four years must be specialized in the delivery of training instruction and services. Must have experience with current technologies and, where required for the task, emerging technologies. Must have managed or had significant involvement with complex or substantive projects including three years of experience in management and supervision.

**Functional Responsibility:** Conducts research necessary to develop and revise comprehensive courses and prepares appropriate training catalogs and materials. Prepares all training material (course outline, background material, and training aids). As required, prepares student material (course manuals, workbooks, handouts, exercises, completion certificates, and course critique forms). Provides support which includes, but is not limited to, "train-the-trainer" courses, formal classroom training, course facilitation, workshops, exercises, and seminars. Provides daily supervision and direction to staff. Demonstrates excellent interpersonal written and oral communication skills. Maintains currency in the area of expertise and functions as an expert in the specialty field.

**Minimum Education:** Bachelor's degree from an accredited college or university in education, training, or related field of study that provides substantial knowledge in the area of expertise. Five additional years of relevant experience may be substituted for the Bachelor's degree.

### 15. Senior Training Facilitator

**Minimum/General Experience:** Seven years of increasingly complex and progressive experience in training analysis and design, of which a minimum of two years must be specialized in the delivery of training instruction and services. Must have experience with current technologies and, where required for the task, emerging technologies.

**Functional Responsibility:** Trains personnel by using various forums, such as formal classroom training courses, course facilitation, workshops, exercises, and seminars. Prepares training material such as, but not limited to, course outlines, course manuals, background materials, workbooks, handouts, completion certificates, course assessment forms, and training aids. Maintains currency in the area of expertise and



will be expected to function as an expert in the specialty field. Provides guidance and training to less experienced facilitators.

**Minimum Education:** Bachelor's degree from an accredited college or university with a curriculum or major field of study that provides substantial knowledge related to the work to be performed. Five additional years of relevant experience may be substituted for the degree requirement.

## **16. Training Facilitator**

**Minimum/General Experience:** Must have four years of increasingly complex and progressive experience in training facilitation, of which a minimum of one year must be specialized in the delivery of training instruction and services. Must have experience with current technologies and, where required for the task, emerging technologies.

**Functional Responsibility:** Trains personnel by using various forums, such as formal classroom training courses, course facilitation, workshops, exercises, and seminars. Prepares training material such as, but not limited to, course outlines, course manuals, background materials, workbooks, handouts, completion certificates, course assessment forms, and training aids. Able to work independently on most activities, but may require instruction and guidance in complex phases.

**Minimum Education:** Bachelor's degree from an accredited college or university with a curriculum or major field of study that provides substantial knowledge related to the work to be performed. Five additional years of relevant experience may be substituted for the degree requirement.

## **17. Lead Systems Engineer**

**Minimum/General Experience:** Ten years of information systems or training development experience including system/project analysis and design techniques. Must have experience with current technologies and, where required for the task, emerging technologies. Must have managed or had significant involvement with complex or substantive projects including three years of experience in management and supervision.

**Functional Responsibility:** As appropriate to assigned tasks, develops and modifies complex systems and develops sub-systems to enhance the overall operational system. Applies analytical techniques when gathering information from users, defining work problems, designing a solution using the computer and other tools, and developing procedures to resolve problems. Develops complete specifications to enable technical personnel to implement proposed solutions. Analyzes methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications for projects, resolves problems, coordinates work with other disciplines, and orients users to new systems. Duties may also include instructing, directing, and checking the work of other personnel. Responsible for quality assurance review. Responsible for directing and monitoring the work of team members.

**Minimum Education:** Master's degree from an accredited college or university in a discipline related to the subject matter identified in the statement of work. Three additional years of experience may be substituted for the Master's degree if education includes a Bachelor's degree.

## **18. Senior Systems Engineer**

**Minimum/General Experience:** Seven years of increasingly complex and progressive experience in information systems and/or training development experience including system/project analysis and design techniques. Has experience with current technologies and, where required for the task, emerging technologies.

**Functional Responsibility:** Develops and modifies complex systems and develops sub-systems to enhance the overall operational system. Applies analytical techniques when gathering information from users, defining work problems, designing a system, and developing procedures to resolve problems. Develops complete specifications to enable other technical personnel to implement solutions. Works at the highest technical level of all phases of the assigned functional area. Provides guidance and training to less experienced analysts.

**Minimum Education:** Bachelor's degree from an accredited college or university with a curriculum or major field of study that provides substantial knowledge related to the work to be performed. Five additional years of relevant experience may be substituted for the degree requirement.

## **19. Systems Engineer**

**Minimum/General Experience:** Four years of increasingly complex and progressive experience in information systems and/or training development experience including systems analysis and design techniques. Has experience with current technologies and, where required for the task, emerging technologies.

**Functional Responsibility:** Develops and modifies complex systems and develops sub-systems to enhance the overall operational system. Applies analytical techniques when gathering information from users, defining work problems, designing a system, and developing procedures to resolve problems. Develops complete specifications to enable other technical personnel to implement solutions. Works at the highest technical level of all phases of the assigned functional area. Able to work independently on most activities, but may require instruction and guidance in complex phases.

**Minimum Education:** Bachelor's degree from an accredited college or university with a curriculum or major field of study that provides substantial knowledge related to the work to be performed. Five additional years of relevant experience may be substituted for the degree requirement.

## **20. Senior Computer Operator**

**Minimum/General Experience:** Ten years of experience in operating current mini or mainframe computers and/or network systems, including three years of experience supervising assigned personnel, and three years experience using modern computer languages. Experience in hardware and software configuration management is a plus.

**Functional Responsibility:** Monitors and controls one or more mini or mainframe computers by operating the central console or on-line terminals. Studies program operating instruction sheets to determine equipment setup and run operations. Monitors the operation of the system to determine status and take appropriate action to continue operations when individual units of the system malfunction.

Confers with software systems engineering or applications programming personnel to adjust system to needed configuration. Maintains operating records such as machine performance and production reports.

**Minimum Education:** High school diploma.

## **21. Computer Operator**

**Minimum/General Experience:** Three years of experience in operating current mini or mainframe computers and/or network systems, including one year of experience using modern computer languages. Experience in hardware and software configuration management is a plus.

**Functional Responsibility:** Under general supervision, monitors and controls computers by operating the central console or on-line terminals. Operates auxiliary equipment directly associated with the computer. Assists in adjusting system configuration to continue operations when individual units of the system malfunction or when users require a different operating configuration. Works independently on most phases of operations, but may require some instruction and guidance for complex operations. Maintains operating records such as machine performance and production reports.

**Minimum Education:** High school diploma.

## **22. Senior Software Systems Engineer**

**Minimum/General Experience:** Ten years of increasingly complex and progressive experience in performing system/project analysis, development, and implementation in business, mathematical, engineering, or scientific settings using a variety of information technology resources. Has experience with current technologies and, where required for the task, emerging technologies.

**Functional Responsibility:** Independently develops, modifies, and maintains complex programs which produce several interrelated but different products. Responsible for applications dealing with the overall system, such as sophisticated file maintenance routines and advanced mathematical/scientific software packages. Tests, documents, and writes operating instructions for all work. Performs programming analysis such as investigating the feasibility of developing alternate programs, assisting users in defining needs, or participating on contractor and user teams working on large and complicated programs.

**Minimum Education:** Master's degree from an accredited college or university in any of the following academic fields: Information Systems Management, Computer Systems Analysis, or Operations Research/System Analysis. Three additional years of experience may be substituted for the Master's degree if education includes a Bachelor's degree in one of the aforementioned fields.

## **23. Software Systems Engineer**

**Minimum/General Experience:** Ten years of increasingly complex and progressive experience in performing system/project analysis, development, and implementation in business, mathematical, engineering, or scientific settings using a variety of information technology resources. At least five years must have been in systems or applications programming. Has experience with current technologies and, where required for the task, emerging technologies.

**Functional Responsibility:** Independently develops, modifies, and maintains complex programs which produce several interrelated but different products. Tests, documents, and writes operating instructions for all work. Performs programming analysis such as investigating the feasibility of developing alternate programs, assisting users in defining needs, or participating on contractor and user teams working on large and complicated programs.

**Minimum Education:** Bachelor of Science degree from an accredited college or university in Computer Science, Applied Mathematics, or Management Information Systems. Five additional years of relevant experience may be substituted for the degree requirement.

## **24. Computer Programmer**

**Minimum/General Experience:** Three years experience in data processing to include systems and/or application programming. Working knowledge in Object Oriented Design is desired.

**Functional Responsibility:** Assists in defining system scope and objectives through research and fact-finding to develop or modify moderately complex information systems. Works from specifications to develop or modify systems and applications programs. Designs, codes, tests,

debugs, documents, and maintains programs. As required by assigned tasks, supports on-site system testing. Monitors system performance during exercises and tests and takes corrective actions when required. Works independently on most phases of applications analysis and programming activities, but requires instruction and guidance in complex phases.

**Minimum Education:** Bachelor's degree from an accredited college or university in any of the following academic fields: Information Systems Management, Computer Systems Analysis, or Operations Research/System Analysis. Two additional years of experience may be substituted for the Bachelor's degree if education includes an Associate's degree in one of the aforementioned fields. Four additional years of experience may be substituted for the Bachelor's degree.

## **25. Computer Systems Manager**

**Minimum/General Experience:** Twelve years of progressive experience in operating computer systems; including two years in supervising personnel operating computer systems, three years experience as a computer systems manager/operator on a major system configuration, and three years experience managing and working on local area network administration, operation, and architecture.

**Functional Responsibility:** Performs overall computer systems management and coordination including system administration, integration, documentation, planning, architecture and configuration, operations, and maintenance related functions for all client computer systems. Supervises all personnel engaged in the operation and support of computer systems. Responsible for the security and routing of input and output data, problem isolation and restart/recovery, interpreting technical documentation standards, and prepares documentation according to the standards, and interfacing with contractor employees and Government personnel. In the event of a malfunction, confers with technical personnel (i.e., equipment/software vendor) and directs subordinate personnel to appropriate courses of action.



**Minimum Education:** Master's degree from an accredited college or university in any of the following academic fields: Computer Science, Applied Mathematics, or Information Systems Management. Three additional years of experience may be substituted for the Master's degree if education includes a Bachelor's degree in one of the aforementioned fields.

## **26. Senior Communications Engineer**

**Minimum/General Experience:** Fifteen years specific and related experience including five years experience working in high-speed communications, communications engineering, or teleconferencing procedures, and three years experience interfacing computer equipment to high-speed communications circuits, and three years experience working in the areas of communications design, installation, and maintenance of local area networks.

**Functional Responsibility:** Develops coordinates, designs, and implements engineering applications and applies the latest C<sup>4</sup>I communications and telecommunications engineering knowledge and principles to extremely complex problems involving C<sup>4</sup>I communications and automated systems. Responsible for the assessment and optimization of network design through review and assessment of user needs. Conducts feasibility studies for large projects, develops system change requests, evaluates vendor products, and makes recommendations on selection. May function as lead position providing guidance and training to less experienced engineers.

**Minimum Education:** Master's degree from an accredited college or university in any of the following academic fields: Computer Science, Communications Technology, or Electrical Engineering. Three additional years of experience may be substituted for the Master's degree if education includes a Bachelor's degree in one of the aforementioned fields.

## **27. Communications Engineer**

**Minimum/General Experience:** Ten years specific and related experience including three years experience working in high-speed communications, communications engineering, or teleconferencing procedures, and three years experience interfacing computer equipment to high-speed communications circuits, and three years experience working in the areas of communications design, installation, and maintenance of local area networks.

**Functional Responsibility:** Applies communications and telecommunications engineering knowledge and principles for trouble shooting, designing, installing, analysis, and identification and resolution of problems related to communications, telecommunications, and automated systems. Assists in the review/assessment of user needs; may conduct feasibility studies for projects; may assist in the evaluation and selection of equipment.

**Minimum Education:** Bachelor of Science degree from an accredited college or university in any of the following disciplines: Electrical Engineering, Communications Technology, or Engineering Technology. Four additional years of relevant experience may be substituted for the Bachelor's degree.

## **28. Communications Systems Specialist**

**Minimum/General Experience:** Five years general communication systems experience, including three years experience with military or civilian automated communications and telecommunications systems.

**Functional Responsibility:** Assists communications engineers with the planning of the communications requirements and configuration communications architectures. Coordinates and assists communications operations personnel with the configuration, testing, and operation of all communications requirements. As required by assigned tasks, provides maintenance and technical support for the telephone systems and equipment, FAX machines, and other telecommunications related systems.

**Minimum Education:** Bachelor's degree from an accredited college or university in either of the following disciplines: Electrical Engineering, Communications Technology. Three additional years of experience may be substituted for the Bachelor's degree if education includes a degree from an accredited technical institute. Six additional years of general communications experience may be substituted for the Bachelor's degree.

## **29. Network Systems Manager**

**Minimum/General Experience:** Ten years experience working with computers and computer networks, including five years experience directing and performing maintenance and configuration management of network components, and two years experience in configuring individual work stations and users' applications.

**Functional Responsibility:** Provides system management of local area network (LAN) systems. Requires comprehensive knowledge of the organization's hardware, software, and network components. Consults with and advises network users. Coordinates network administration and performance requirements with others in the information systems function. Performs configuration management and documentation of network and system topologies. Plans for and provides reasonable responsiveness in terms of system performance. Prepares activity and progress reports regarding the network performance.

**Minimum Education:** Bachelor of Science degree from an accredited college or university in Computer Science or a related discipline. Three years experience with computer network and application software installation, troubleshooting, and/or networking operations may be substituted for the degree requirement.

## **30. Network Support Technician**

**Minimum/General Experience:** Six years in working with networks and networked work stations, including two years experience in computer hardware and software diagnostic procedures, Windows operating environment (Microsoft Windows, Windows NT, Windows 2000 or later version), and network environments, and two years experience in computer diagnostics, file defragmentation, file backup, file recovery, and fault isolation of hardware and software.

**Functional Responsibility:** Plans, coordinates, loads, and upgrades user workstation software. Installs and configures applications software for desktop and laptop computer systems including peripheral equipment. Analyzes and isolates computer hardware problems. Installs, modifies, upgrades,

and tests computers and peripherals connected in a networking environment. Provides LAN server support. Develops and maintains configurations for workstations, peripherals, and cabling. Provides assistance for the installation and set-up of workstations. Provides user training of hardware, software, and/or network products.

**Minimum Education:** Bachelor of Science degree from an accredited college or university in Computer Science or a related discipline. Two additional years experience with computer network and application software installation, troubleshooting, and/or networking operations may be substituted for the degree requirement.

### **31. Logistics Specialist**

**Minimum/General Experience:** Five years experience in logistics with basic administrative property control procedures including one year of experience in inventory control of property and operating a PC-based database system. Able to lift a minimum of 50 pounds of equipment.

**Functional Responsibility:** Assists in the general duties of logistics operations by assembling data and updating and maintaining up-to-date inventory of all customer equipment that must be tracked by the customer's property control system. Provides administrative support for logistics, including report generation and equipment tracking using a computer database. Assists in packaging, movement, and installation of the customer's equipment. Assists in the operation of the property control system to including a bar coding system.

**Minimum Education:** High School Diploma.

### **32. Senior Database Analyst**

**Minimum/General Experience:** Seven years experience in systems and application programming and/or network management, including three years experience in design, development, and operation of database management systems. Must have recent experience in at least two of the widely used database systems.

**Functional Responsibility:** Designs, implements and maintains complex databases, including maintenance of database dictionaries, overall monitoring of standards and procedures, and integration of systems through database design. Participates in database testing and validates modified databases after test. Verifies and validates the integrity of the data in the databases. Develops and maintains required documentation on all databases and software. Identifies, designs, develops, tests, implements, and documents unique utility tools that assist in the development of databases. Works at the highest level of all phases of database management.

**Minimum Education:** Master's degree from an accredited college or university in any of the following academic fields: Computer Science, Management Information Systems, or Applied Mathematics. Three additional years of experience may be substituted for the Master's degree if education includes a Bachelor's degree in one of the aforementioned fields.

### 33. Database Analyst

**Minimum/General Experience:** Ten years of increasingly complex and progressive experience in performing database analysis, development, and implementation in business, mathematical, engineering, or scientific settings using a variety of information technology resources. Has experience with current technologies and, where required for the task, emerging technologies.

**Functional Responsibility:** Designs, implements, and maintains moderately complex databases, including maintenance of database dictionaries and integration of systems through database design. Verifies and validates the integrity of the data in the databases. Develops and maintains required documentation on all databases and software. Controls the preparation of software that will be used to perform database updates. Maintains liaison with the client to resolve problems.

**Minimum Education:** Bachelor of Science degree from an accredited college or university in any of the following disciplines: in Computer Science, Management Information Systems, or Applied Mathematics. Four additional years of database-related experience may be substituted for the degree requirement.

### 34. Sr. Analyst/Facilitator III

**Minimum/General Experience:** Ten years of increasingly complex and progressive experience in performing analysis, development, prototyping, implementation, and facilitation in a business, mathematical, scientific, or defense-related setting using a variety of technology resources. Must have experience with appropriate current technologies and, where required for the task, emerging technologies. Must have managed or had significant involvement with complex or substantive projects including three years of experience in management and supervision. Experience in assisting individuals, small groups, and organizations with integration and/or implementation of prototype or long-term solutions is highly.

**Functional Responsibility:** As appropriate to assigned tasks, develops, formulates, and defines system/project scope and objectives and prepares detailed specifications for task or project. Responsible for design, development, implementation, testing, and documentation of prototypes and or objective systems and/or concepts. Has technical knowledge and responsibility for execution of all phases of assigned tasks. Understands the business or function for which application or system is being designed or developed. Duties may also include instructing, directing, and checking the work of other analysts and supporting personnel. Responsible for quality assurance review. Responsible for directing and monitoring the work of team members.

### 35. Engineering Specialist HW/SW

**Minimum/General Experience:** Ten years of information systems or training development experience including system/project analysis and design techniques. Must have experience with current technologies and, where required for the task, emerging technologies. Must have managed or had significant involvement with complex or substantive projects including three years of experience in management and supervision.

**Functional Responsibility:** As appropriate to assigned tasks, develops and modifies complex systems and develops sub-systems to enhance the overall operational system. Applies analytical techniques when gathering information from users, defining work problems, designing a solution using the computer and



other tools, and developing procedures to resolve problems. Develops complete specifications to enable technical personnel to implement proposed solutions. Analyzes methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications for projects, resolves problems, coordinates work with other disciplines, and orients users to new systems. Duties may also include instructing, directing, and checking the work of other personnel. Responsible for quality assurance review. Responsible for directing and monitoring the work of team members.

**Minimum Education:** Master's degree from an accredited college or university in a discipline related to the subject matter identified in the statement of work. Five additional years of related experience may be substituted for the Master's degree if education includes a Bachelor's degree.

### **36. Consultant/Engineer**

**Minimum/General Experience:** Six years of increasingly complex and progressive experience in performing system/project analysis, development, and implementation in business, mathematical, engineering, or scientific settings using a variety of information technology resources. At least five years must have been in systems or applications programming. Has experience with current technologies and, where required for the task, emerging technologies.

**Functional Responsibility:** Independently develops, modifies, and maintains complex programs which produce several interrelated but different products. Tests, documents, and writes operating instructions for all work. Performs programming analysis such as investigating the feasibility of developing alternate programs, assisting users in defining needs, or participating on contractor and user teams working on large and complicated programs.

**Minimum Education:** Bachelor of Science degree from an accredited college or university in Engineering, Computer Science, Applied Mathematics, or Management Information Systems. Five additional years of relevant experience may be substituted for the degree requirement.

### **37. Systems Analyst**

**Minimum/General Experience:** Three years of increasingly complex and progressive experience in information systems and/or training development experience including systems analysis and design techniques. Has experience with current technologies and, where required for the task, emerging technologies.

**Functional Responsibility:** Develops and modifies complex systems and develops sub-systems to enhance the overall operational system. Applies analytical techniques when gathering information from users, defining work problems, designing a system, and developing procedures to resolve problems. Develops complete specifications to enable other technical personnel to implement solutions. Works at the highest technical level of all phases of the assigned functional area. Able to work independently on most activities, but may require instruction and guidance in complex phases.

**Minimum Education:** Bachelor's degree from an accredited college or university with a curriculum or major field of study that provides substantial knowledge related to the work to be performed. Five additional years of relevant experience may be substituted for the degree requirement.